An Introduction to...

DESKTOP PUBLISHING

The Great Value Packed Publisher!

PagePlus Intro

Desktop Publishing Made Easy

Owners Handbook

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PagePlus Intro (the program, associated documentation and packaging) was conceived, designed, implemented and marketed with the express purpose of providing the best value *and* the lowest price in Windows DTP. Many thanks to everyone who contributed time, effort, and helpful comments to the project.

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PagePlus was developed in C using Microsoft development tools including Windows 3.x and OS/2 SDKs. And we managed without the undocumented calls.

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Chapter 1

Welcome

Welcome

Thank you for purchasing PagePlus Intro, one of the Serif range of low-cost, state-of-the-art Windows products. Enjoy!

Desktop Publishing Made Easy

PagePlus is "Desktop Publishing Made Easy". One of the easiest products in the DTP world, it still includes a wide range of design features, and all the essential production functions needed for the most spectacular results you've ever achieved.

About Serif

Our Products

PagePlus - An award-winning desktop publisher - which combines simplicity with high end features, PagePlus is our flagship product.

PagePlus Intro - Our entry-level publisher that's both easy to use and capable of great looking results - perfect for anyone starting out in DTP.

TypePlus - Our text effects applet lets you create eye catching text effects. Type on an arc, circle, button, or bezier. It has a built-in curve editor (to define any path) and imports pictures as a background. It's OLE (Object Linking and Embedding) so it works with any Windows application.

Table Edit - Our OLE table editor application works like a mini Windows spreadsheet. It´s perfect for adding data to PagePlus or any Windows application.

ArtPack(s) - If you need clipart, each ArtPack contains over 500 professionally drawn images. Most are color, and they're all fully scalable vector graphics (Windows Metafiles - WMFs) for superb results at any size.

FontPack(s) - Each pack has over 100 classic and decorative TrueType fonts. TrueType is the font scaling standard first built into Windows 3.1 - so all your Windows programs can use them.

Site Licenses - If you need multiple copies (e.g. for a network) the great value *10-User Pack* is a PagePlus, Table Edit, TypePlus, FontPack and ArtPack with a Multiple User Site License for 10 copies.

History

Serif's President and Founder, Gwyn Jones, is a publishing industry veteran who - in 1979 - developed the first WYSIWYG display ad workstations (still used by large metropolitan papers like the Chicago Tribune and Miami Herald) and - in 1983 - one of the first PC-based publishing packages (marketed by Varityper, NJ, at that time one of the "big three" in traditional publishing).

Tired of expensive software, in 1987 he formed Serif specifically to develop and market a low-cost Windows alternative to high-end DTP packages. The resulting product - PagePlus 1.0 - was introduced in 1991 (via Serif, Inc. in Nashua, New Hampshire, and internationally via Serif Europe in Nottingham, England) as the first low-cost DTP package for Windows.

In early 1993, PagePlus 2.0 was launched for Windows 3.1 with full color support at an entry level price - a major industry first.

Our Users

Thanks to a combination of functionality, simplicity and low price point, PagePlus addresses the everyday needs of individuals and growing businesses, and a wide range of users within education, fund raising, training, design and print. The low cost significantly widens the market for professionally presented publishing. And by bringing full color DTP within the reach of a whole new market, PagePlus 2.0 may represent a milestone as significant as the introduction of Desktop Publishing. The one thing you can be sure of? As members of the Serif user community we are united only by our diversity!

Upgrades and Registration

Thanks again for buying PagePlus Intro, our entry level publisher. To allow us to keep selling very low-cost software it would be very helpful if you would register. Check out the PagePlus Intro Registration screen for details of how to register. You'll have access to product support, details of low-cost upgrades and no more Registration screen!

Registration also allows you to upgrade to PagePlus. It's just as easy to use as PagePlus Intro but also includes:

- Process and spot color separation capabilities with Pantone color license for producing commercial quality artwork.
- Unique ChangeBar interface for fast, dynamic object editing and modification.
- OLE support.
- Styles for text and graphics with AutoApply - gives you fast, consistent document formatting; and over 60 document templates for great-looking pages in a hurry.
- Rotation of text, graphics and pictures to any angle with Status Editor for accurate, numeric control of size, position and rotation.
- ToolBox, Button-based Status Bar, irregular text wrap around objects, cropping of text and graphics... and many more features.

Call now to order or for more information

In the US and Canada	(603) 889-8650
In the UK and Europe	+44 602 421502

Support and feedback

PagePlus Intro includes product support when you register. If you need technical support or general advice please contact us by mail or fax: we aim to provide knowledgeable help on PagePlus and related publishing and Windows issues. *Let us know how we're doing!*

What's in PagePlus Intro?

PagePlus Intro is built on the foundations of PagePlus and retains the feel of a free form layout area with a page and pasteboard (a work area which mimics the traditional paste-up artist's method of working).

User Interface

PagePlus Intro has been developed specifically for Windows 3.1 or higher, and now has the standard 3D sculpted look. In general you'll find the interface very neat, with touches like movable rulers and multiple zoom levels that make your life easier.

HintLine & Cursors

To make PagePlus Intro easier to learn, we've added the HintLine. As you move the mouse over a tool or button, the HintLine gives you a practical, one line comment on what the icon does. It's a great way for a new user to gain confidence quickly.

In the same vein, we've given the mouse cursor a thorough overhaul: it now changes as you move the mouse over guides or an object's handles, to let you know exactly what operations are possible.

TrueType

PagePlus Intro works with all Windows supported fonts, and uses TrueType (the font scaling technology included as standard with Windows 3.1) as its own internal font format.

Frame (Autoflow) Text

PagePlus has both "free" and "frame" (autoflow) text capabilities. You can change the margins and number of columns for each frame, and our unique "column blinds" let you control where the text starts and ends in a column. You can import text from your word processor. Frames can be easily linked to flow text from area to area, or page to page. Text can be edited within the frame and will automatically reflow.

Free Text

Free Text can simply be typed in on the page without creating a frame first. You can drag and drop it anywhere on the page or pasteboard. You can even place it inside the frame (as a headline or pull quote) and make the frame text flow around it.

Precision Placement and Rotation

You can now rotate all objects (text, graphics and images) in 45 degree steps. Movable rulers and guides make sizing and placing of objects easy and accurate.

Clipboard Support

You can create logos, headlines or complete pages which can be easily pasted into any other application.

Templates

Templates are documents we've included for typical publishing projects. They'll save you time, and give your publications the designer look. You can also create your own templates for commonly used documents. For example, you could create your own newsletter template as the starting point for each issue.

Requirements

PagePlus works with Windows 3.1 or higher, and the principal requirement is a PC setup which runs Windows adequately, with a printer connected and ready to print. If you need help installing Windows, or setting up your printer, see the *Microsoft Windows User's Guide*.

- You need a minimum of a 286, with at least 2 Mb of memory (RAM), running Windows in Standard Mode.
- It is recommended that you have a 386SX or higher, with at least 3 Mb of RAM, running Windows in Enhanced Mode.
- You need a mouse, and adequate hard disk space. PagePlus Intro takes about 4 Mb.

Things you are expected to know

Before installing and using PagePlus you should have a working knowledge of the following. You may find it helpful to spend a little time using Windows and/or reading the *Microsoft Windows User's Guide*, before you proceed.

- PC and DOS terminology and concepts. For example you should understand the terms "filename", "sub-directory" and "drive letter".
- PagePlus makes full use of the Windows environment. You should be familiar with the programs Paintbrush, Write, Clipboard, Help, and Program Manager, terminology such as "icons" and "clicking", and use of printers via Windows.

Installation

What do you get?

Your PagePlus Intro package contains at least the following items:

- **Owner's Handbook**
  This book takes you through installing PagePlus and includes a Tour, Tutorial and menu reference. Use it as an introduction to learning and using PagePlus..
- **1 x 3.5" disks**
  A PagePlus Additions disk may also be present, if purchased.

Note: 3.5" high-density (1.44 Mb) disks are now standard. All Serif products are shipped in this format unless you specify otherwise. If you need 5.25" simply return the disks to us for an exchange.

What gets installed?

The install program on PagePlus Intro Disk 1 will install all the files necessary to run PagePlus Intro including text and graphic import filters and the tutorial templates.

Install

► If you have any Serif add-on packs such as FontPack, ArtPack , TableEdit, install them after you've installed PagePlus Intro.

To install PagePlus, you run the install program on PagePlus Intro Disk 1. It is a simple Windows program that should take about 10-20 minutes to install everything.

► Install PagePlus now.

1. Insert PagePlus Intro Disk *1* into a floppy drive.
2. Select **File/Run** from the Program Manager menu bar.
3. Type ***a:\install*** *or* ***b:\install*** *and* press the ENTER key.

   Follow the on-screen instructions. Click on the Help button if you need Help at any point, e.g. on what options to pick.

   Problem? If you have any problems using the install program, click on the Help buttons that are available on the install dialogs. If the install program will not even start, access the help file as follows.
4. If you have purchased a PagePlus Additions disk, insert the Additions Disk 1 into a floppy drive and repeat instructions 2 and 3 above.

► To read the install help file if the install program won't run:

1. Switch to the Program Manager window.
2. Select **Help/Contents** and wait for the Help application to be run.
3. Select **File/Open.**
4. Select INSTALL.HLP from PagePlus Intro Disk 1.

   Problem? If you are unable to access the help file you may have a bad disk. If you need replacement disk(s) simply return them to us for an exchange.

Your first page

Now we'll do a quick check (less than 5 minutes) to make sure that PagePlus is installed OK and ready to go. Follow the instructions below to start PagePlus, create a simple page, and print it. This will give you a very quick introduction to PagePlus, and then you'll be ready to start some real work!

To start PagePlus

► Double-click on the PagePlus icon.

1. In the Windows Program Manager, double-click to open the Serif Applications group.
2. Double-click on the PagePlus Intro icon.

While PagePlus is loading it displays a window containing the Serif Tiger.

Problem? If PagePlus won't start at all (doesn't display the Tiger), fails part way through starting, or is otherwise unreliable, refer to the Troubleshooting: Machine Setup topic of the Install help file. To access the help file, you must use the Help menu of another program. See the explanation under Install, above.

3. PagePlus displays its initial working screen, then immediately calls up a Registration window on top of the working screen. This includes information about how to register, now is a great time to take a couple of minutes to call and register your copy. If your prefer not to register now, click the button marked **Done**.
   The registration screen will appear whenever the program is started/closed until you register your copy of PagePlus Intro.
4. PagePlus now displays a "Welcome" screen.

The Welcome screen

The first time you start PagePlus, a "Welcome" screen is displayed.

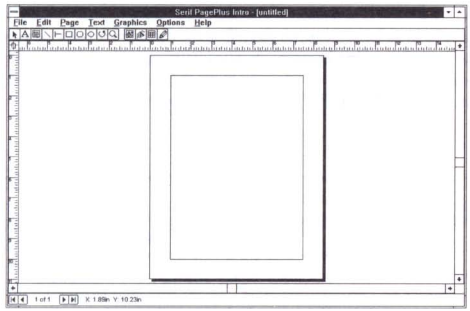
> **Problem?** If you can't see the Welcome screen, it will be because its window is hidden; try switching tasks - e.g. by pressing CTRL+ESC. and then double-clicking on Windows Help in the Task list.

► Please read the Welcome - this is where we insert any late breaking news. It also includes important License Agreement information which you should read right now. Welcome is a Help Topic so once you've read it, close it by selecting **File/Exit.**

If you ever want to read the Welcome screen again after this initial display, select **Help/Welcome**.

The PagePlus Working screen

Now you can see the normal working screen. It's simply a blank page on the pasteboard, ready for you to place text and graphics.



PagePlus has a title bar, menus and scroll bars just like your other Windows programs. It also has a Status Bar along the bottom. All of these will be explained later on. The idea here is to do a quick check to ensure everything's OK, so you're just getting direct instructions with little explanation. On the other hand...

► The HintLine (bottom right of your screen, i.e. part of the Status Bar) provides a hint about what functions are available at any given point. Watch it now as you move the mouse around over the ToolBar.

OK, let's go...

► Draw a box

1. Move the mouse pointer over the ToolBar, to the 6th button of the row (it has a box icon on its face).

   The HintLine displays "Create Box".

2. Click the left mouse button.
3. Move the mouse into the middle of the page.

   The cursor should display as a cross-hair.

4. Drag out a box shape (click and hold down the left button, move diagonally, then release the button).

   A box appears where you have drawn it, with a set of default properties.

   The ToolBar also changes, allowing you direct access to functions for changing the look of the created object. This will be explained later, but, for now, try clicking on the five buttons (with horizontal line icons) which have appeared, grouped together to the right of the ToolBar.

Now for some text...

► Type some text

1. Move the mouse pointer over the ToolBar, to the 2nd button of the row (it has an A on its face).

   The HintLine displays "Edit Text/Create Free Text".

2. Now click the left mouse button.
3. Move the mouse over the page somewhere.

   The cursor displays as an I-beam.

4. Click the left mouse button.

   A blinking caret (text edit cursor) is displayed on the page.

5. Type in a few words.

   The text appears with a default set of properties... which means you can't read it in the current fit-page-in-window view. Simply select **Page/Views/Actual** from the menus to get an actual size view.

► Print the page

1. Select **File/Print.**
2. Click on the OK button.

   Assuming the page has come out OK, you're ready to start learning PagePlus!

   Problem? If the page does not come out OK, check your Windows and printer setup. Try printing from Paintbrush (supplied free with your copy of Windows; it's in the Accessories group). If Paintbrush won't print, take a close look at your *Microsoft Windows User's Guide*. Otherwise refer to the Troubleshooting: printing topic in the on-line Help file.

Closing PagePlus

If you want to close (or exit) PagePlus you can do so at any time, the same way as with your other Windows applications. Simply select **File/Exit**, or double-click on the Control-menu icon at the top left corner (if you're asked to save changes, and you don't want them, click on No).

How to use this Book

The topic below covers the Notational conventions used within the *Owner's Handbook*.

Troubleshooting information, especially on installation, machine setup, printing problems, and general hints and tips, can be found in the PagePlus on-line Help.

Notational conventions

Several standard terms and typographic conventions are used within this book to make it easier to use. They are as follows:

Mousing Around

PagePlus only makes use of the left mouse button. The main terms you need to be aware of are (see *Microsoft Windows User's Guide*):

- "click" - press and release button.
- "double-click" - press and release button twice in quick succession.
- "drag" - press button, hold down while doing something, then release.

Menu commands

Menu commands are referred to in the form **Menuname/Menucommand**, e.g. "Select **Edit/Undo**".

Keynames

The names of keys are spelled out and appear in small capital letters, e.g. ESCAPE, ENTER, CONTROL. On your keyboard the key caps may represent them a little differently.

Key combinations and sequences

A plus sign (+) used between keynames indicates that those keys must be pressed at the same time. For example, "Press ALT+ESCAPE" means that you should press the ALT key and hold it down, press the ESCAPE key and release it, and finally release the ALT key.

A comma between keynames indicates that those keys must be pressed sequentially. For example, "Press ALT, SPACEBAR" means that you should press the ALT key and release it, then press the SPACEBAR and release it.

What you type

Anything you should type verbatim is printed in italic. For example, if you're asked to type a file called MYFILE.PPP, the instructions would be something like:

"Type in ***myfile.ppp*** and press ENTER"

What next?

You now have PagePlus installed and running, have created and printed your first page, and know about the general structure of the PagePlus documentation.

So what next?

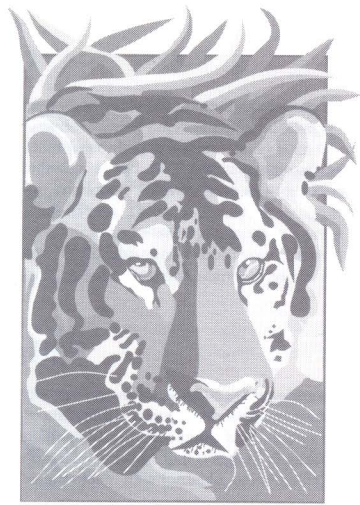
Next comes a short section which introduces the concepts of DTP and shows how PagePlus fits in. No matter who you are, it's essential that after reading these few paragraphs, you spend a moment browsing thru the following section - *What's it called* - which is simply some annotated screenshots defining the basic terminology used throughout the PagePlus documentation and Help.

Next comes the PagePlus Tour that introduces the basic concepts and methods of working in PagePlus, by letting you explore and experiment in your own time. Even if you're a Windows/DTP expert, or in a hurry, or simply dislike Tours, we recommend that you at least skim thru the Tour - if you really hustle you could get through the whole tour in minutes.

After that comes the 10 minute PagePlus Tutorial and reference for all the menu commands.

Have fun!

Chapter 2



DTP & PagePlus

Introduction

This short chapter reviews fundamental issues related to DTP. If you are confused about DTP - what it is, or when to use it - this section will help you. Whatever your background and experience, this chapter will give you a new perspective on desktop publishing.

What is DTP software?

There is a wide range of applications that could be called DTP software. They include drawing packages, paint packages, scanning packages, font packs, and (according to some people) even word processors! It can get real confusing. In fact, DTP software is usually taken to mean *page make-up and layout* software such as Aldus PageMaker, Serif PagePlus and Quark XPress. These packages are designed to combine objects from different sources and assemble them into a page: text from your word processor, vector illustrations from your drawing package, and bitmap pictures from your paint and scanning packages.

What can you do with DTP?

DTP software has revolutionized the graphics arts industry, and has done much to change the way other businesses have used their PCs, by enabling them to bring the publishing process in-house. PagePlus is a groundbreaking product that brings all the advantages of DTP, within everybody's reach. It's affordable, yet remains highly accessible and easy to use.

With your PC and PagePlus you have a complete publishing workstation that only a few years ago would have cost tens of thousands of dollars. You can produce virtually any publication, and give it superior visual quality. Ads, brochures, business stationery (cards, letterheads, compliments slips, invoices), flyers, forms, newsletters, notices, handouts, event programs, posters, price lists, reports, announcements, invitations, greeting cards, and more.

What are the key benefits?

Using your PC and PagePlus it's easy to be creative. You can produce all these publications and more, and enjoy the key benefits that have made DTP so popular:

- Control. You decide what gets done, how and when. And you decide when it's good enough. If you need to do a rush job or make last minute changes, you don't have to wait until someone else can schedule it in for you.
- Cost. Doing your own design and production can save thousands. PagePlus pays for itself the first time you do it yourself rather than going to a third-party.
- Enjoyment. DTP has broad appeal to people's creativity, and a definite end result (the printed page) which is immensely gratifying. Let's face it; in comparison, spreadsheets, databases and the rest are just plain dull!

Or, to put it another way: in-house, on time, and under budget!

What DTP provides

DTP software doesn't aim to replace word processors, as for many tasks such as simple letters, form letters for list merging, memos, manuscripts, and technical documentation they're great. And for many DTP tasks it's still sensible to use your word processor to create and edit your publication text and then import it. Rather, DTP aims to complement word processing by letting you easily undertake design tasks where WP is weakest. PagePlus, in particular, is not overloaded with long document features and is heavily focused on the layout requirements of shorter publications.

The rise of Windows word processors appears to have blurred the distinction between word processing and DTP by supporting picture import, multiple columns and so on. But, the fact is, word processors are designed to type in text as quickly as possible, automatically format text into pages, and print out the document. With extensive text tools - spell checker, thesaurus, search and replace, and so on - their focus is

inevitably on *content* rather than *design*. When you need greater ease-of-use, more complex formatting, high graphics content, color, or simply better looking publications, you've entered the DTP zone...

- **Ease of use**
  PagePlus builds on the classic DTP principle - the direct manipulation of objects on the page. With a ToolBar of design aids, PagePlus brings you the ultimate in ease-of-use. And PagePlus is *pasteboard* based which means you can easily drag and drop anything, anywhere.

- **A True WYSIWYG environment**
  With DTP, what you see on the screen *really is* what you get when you print. Without wasting time and paper with test prints, you can visually check graphics position, line endings, type formatting, and wrap-text-to-fit around graphics as you work.

- **Text positioning**
  Unlike word processors that focus on one text stream, DTP enables you to break your text into many blocks for greater flexibility. PagePlus is particularly adept because it is the only product that provides *both* free and frame text. It's easy to place free text (a few words or a whole paragraph), simply by dragging the text block around. This is great for placing headlines or captions in any publication and perfect for most elements of ads, flyers, posters and so on.

- **Frames**
  Good DTP software lets you draw frames *and link them together* to control text flow. Each sequence of linked frames has its own text stream and can flow from anywhere to anywhere - even from the bottom of a page to the top, or the last page to the first. PagePlus is exceptionally flexible and allows you to use the mouse to visually adjust margins, and lay out multiple columns of varying widths and depths in any frame.

- **Layout Control**
  To help you work quickly and easily on your page, DTP includes snapping based layout tools (rulers and guides) and extensive view options. PagePlus lets you zoom out to see the whole page, or zoom in at any magnification up to 400% for detailed work.

- **Type Flexibility**
  High end DTP provides extensive typographic adjustment for fine tuning text appearance. Letter and word spacing, variable line spacing (leading), kerning, patterns, colors, and rotation are all included in PagePlus.

- **Image Import**
  DTP lets you import images in all industry-standard formats and quickly change the size and position.

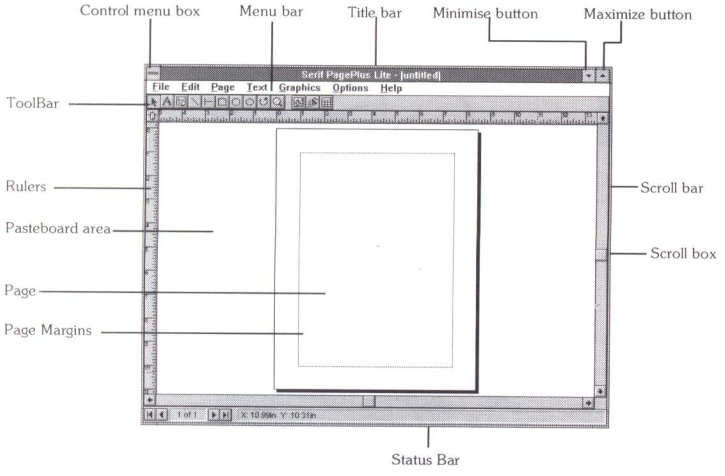
- **Word Processor Integration**
  All DTP packages will import text from industry-standard word processors. PagePlus also allows logos, fancy headlines or cover pages to be created then pasted into a word processed document.

- **Drawing Tools**
  DTP software gives you tools for quickly and easily drawing lines, boxes, and ovals on your page to annotate illustrations and add emphasis to your layout. It's easy to move and resize them and then apply a wide range of line styles, fills, and colors.

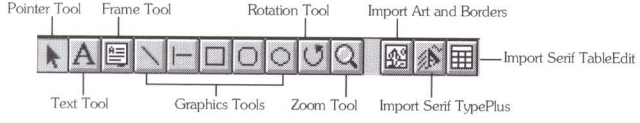
Chapter 3

What's it called?

The PagePlus Intro Window



Toolbar



Chapter 4

PagePlus Tour

Introduction

Welcome to the PagePlus Tour, which introduces all the basic skills for using PagePlus and touches on many advanced ones. You don't produce anything during this Tour, it just gives you the chance to become familiar with PagePlus before you start working on real publications.

► Make sure you read all the paragraphs marked like this. These are key paragraphs and the Tour is written to assume you are following what they say.

1. Sentences like this provide step-by-step details of how to carry out directives given in a preceding key paragraph.

Explore and experiment: If you have the time, and are familiar with Windows and DTP, look out for paragraphs like this one and try to follow the suggestions. Don't worry if you have problems, just move on.

This Tour assumes you know Windows basics, so...

► If you find you're getting nowhere fast following these key paragraphs, you should pause to run thru the on-line 10 minute Windows Tutorial. Select **Help/Windows Tutorial** from the Program Manager window (see your *Microsoft Windows User's Guide* if you don't know what that means).

If you have minor problems following these key paragraphs, or have to skip parts of the many **Explore and experiment** diversions, don't worry. Simply move on and then, after you've been using PagePlus for a while, run thru this Tour again. You'll be surprised at what you pick up a second time around.

OK, let's start...

Starting Off

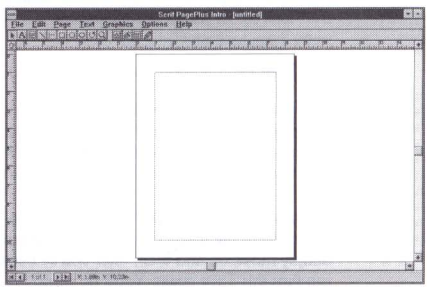
You have to start PagePlus to create, modify and print publication files.

► Start PagePlus now if you haven't already.

1. In the Windows Program Manager, double-click to open the Serif Applications group.
2. Double-click on the PagePlus Intro icon.

PP Intro

When PagePlus is ready, it displays its initial working screen:



3. Click on the Maximize button of the PagePlus window.

Problem? If you don't know what the *Maximize* button is, please run thru the Windows On-line Tutorial now (both the Mouse and Windows Basics sections). It takes about 10 minutes and will leave you much better prepared for this tour. Select **Help/Windows Tutorial** from the Program Manager Window or refer to your Windows User's Guide for further details.

► Note that you can end your Tour session and exit PagePlus at any time.

1. If you want to exit PagePlus, click on the word **File** in the menu bar along the top of the PagePlus window, then click on **Exit.**

   If you're asked to save changes, just click on No.

   Throughout the rest of the PagePlus documentation, menu selections are referred to in an abbreviated form such as **File/Exit.**

Starting a publication

Whenever you start PagePlus, it starts a new, untitled publication file. You can also base your publication on one of the supplied template files, or open one of your existing publications to make further changes.

► Open a template from the PagePlus Templates directory now using **File/Open...**

1. Select **File/Open...**

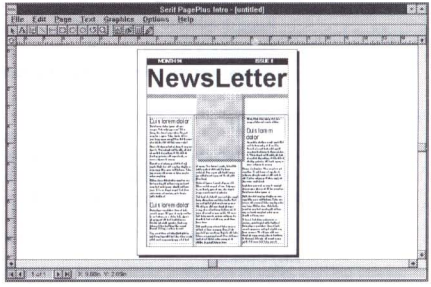
   If you're asked to save changes, just click on No.

2. Click on Template type (instead of publication) to list any templates.

   The general concept of filing, and the dialog arrangement of this File Open dialog, are fundamental to Windows and PC operation. Refer to your *Microsoft Windows User's Guide*, which has an excellent explanation of these areas if they are not familiar to you.

3. Double-click on the SAMPLE.PPT template now. PagePlus opens a copy of the selected template as an untitled publication.

4. PagePlus loads and displays the first page of the publication file:



As you can see, using this template gives you a head start on a newsletter. All you would need to do is replace the dummy content with your own text and/or pictures, and then save the completed publication with a new name. See the *Using Templates* chapter for more details.

Now that this template has given you an immediate idea of what pages can look like, it's time for you to start getting creative yourself.

► You can start a new publication file at any time. Start a new publication now.

1. Select **File/New**.

   If you're asked whether you want to save changes, just click on No.

   PagePlus, creates a new, one page publication and displays the first page (exactly as it does when you first start it).

► For now the key screen items to note are the page and pasteboard areas, the ToolBar, and the HintLine. If you're not sure where these are, you should check out the *What's it Called?* section that precedes this Tour.

The page and pasteboard

Most of the PagePlus display is taken up by a page (artwork) area and a surrounding "pasteboard" area.

The page area is where you put page layout guides, and the text, graphics and pictures that you want to print. The pasteboard area is where you generally keep any text, graphics or pictures which are being prepared or waiting to be positioned on the page area.

This page and pasteboard arrangement is very convenient. In fact, it is an electronic equivalent of the system used by traditional graphic designers: they kept bits of text and graphics on a large pasteboard, and then carefully pasted final arrangements of text and graphics onto a page sized "artwork" sheet pinned down in the middle of the board.

Adding Text And Graphics

One of the most basic tasks in creating a publication is to create or import the text, graphic and picture objects that make up the publication.

The PagePlus ToolBar contains tools that let you create and directly modify these objects on the page or pasteboard. We'll look at some now.

Adding graphics to a page

Let's start with graphics. We refer to boxes, lines, and ovals that you draw within PagePlus as graphics (as compared to imported graphics which we call pictures).

You can add graphics directly to the page simply by choosing the relevant tool (clicking on its button) and dragging.

► Add a box to the page now using the Box tool on the ToolBar.

1. Move the mouse pointer over the ToolBar.
2. Move over the buttons on the ToolBar until the HintLine says "Create Box".

   As you move the mouse over each button on the ToolBar, the HintLine (at the right hand end of the Status Bar) provides a hint about what that button does.
3. Click on the Box tool button.

   When you click, the Box tool button visibly depresses.
4. Move the mouse over the page area.

   The mouse cursor display changes to a cross-hair to indicate that you have a graphic tool selected.

   Note: Always watch out for the shape of the mouse cursor, it can tell you a lot about what you're ready to do.
5. Click and hold the left mouse button down.

6. Move the mouse diagonally then release the mouse button.

   That's it. A box is created with position and size set according to your dragging.

   Problem? If you seem to end up with a very small object, or even just a tiny dot, you must have dragged only a small distance before releasing the mouse button. Clear your screen by selecting **File/New** and try again.

► Take a look around and see what you notice. Here are some highlights:

- The box has eight small black boxes displayed around its perimeter. They are called "handles" and they indicate that the box is *selected*.
- The ToolBar changes to give you easy, quick ways to change how the box looks.
- You no longer have the Box tool selected. Instead you have the Pointer tool. Most tools will revert to the Pointer after you have created an object. If you hold the SHIFT key down as you select a tool from the ToolBar, you can stop it reverting to the Pointer tool.

Explore and experiment: Now spend a few minutes with the graphic tools of the ToolBar until you feel comfortable with creating graphics. There are five graphics tools: two line tools (free or 45 degrees), two box tools (square or rounded corners), and the oval tool. They all work in the same way, and you can place them anywhere on the page or pasteboard. If you hold the SHIFT key down after you start dragging, you can "constrain" the graphics to a regular form (e.g. constrain a box to be square).

► If your page is cluttered with graphics, select **File/New** now. (If you're asked whether you want to save changes, just click on No). Remember, you can do a **File/New** to start a new publication at any time.

Adding text to a page

Typing onto the page or pasteboard is just as straightforward as drawing graphics, but before you create some text, you will find it helpful to change the current view so you can see what you're typing.

► Change the current view to actual size.

1. Select **Page/Views/Actual Size** from the menus.

   The HintLine will says "Actual size = 1:1".

There are five zoom options available on the **Page/View** menu (Page, Actual, 50%, 75% and 200%). Try them out now by clicking on them to see how they work. There's also a dedicated Zoom tool on the ToolBar which allows you to control exactly which part of the page PagePlus zooms in or out to. When you've finished experimenting make sure you're back at Actual view before you proceed.

Now let's add some text to the page.

► Add some text to the page now by clicking with the Text tool and then typing some text.

1. Select the Text tool from the ToolBar.

   The Text tool button is the 2nd on the ToolBar.

2. Move the mouse over the page area.

   The mouse cursor display changes to an I-beam.

3. Position the mouse where you want the text to start, click, and wait a moment.

   A blinking caret (text edit cursor) appears. The ToolBar reflects the fact that a text object is now selected.

   Problem? If the text caret didn't appear exactly where you clicked, you must have clicked near a column guide. Because "snapping" (explained later) is on by default, PagePlus "snapped" the text starting position to the guide.

4. Type some text.

   The text appears where you type.

   Each text object you create is known as a text *block*.

Now we'll zoom back out to view the whole page.

► Zoom out to view the whole page.

1. Select **Page/Views/Page** from the menus.

You will be using this view a lot but it is clearly inconvenient for reading text. Fortunately, apart from zoom options, PagePlus includes another simple answer: a "text edit window".

► Edit the text using the Edit Text window.

1. Select the Text tool (if it is not already selected).

   The Text tool button is 2nd on the ToolBar.

2. Move the I-beam over the text and double-click. The "Edit Text" window appears.
3. Edit the text as required, then click on OK when finished.

Explore and experiment: Now spend at least a few minutes with the Text tool until you feel comfortable with typing new text, and then editing existing text. Play with clicking, double-clicking and dragging the Text tool. First, over blank parts of the page. Then try the same again over existing text. Some of the things you may notice include:

- The text you type "wraps" within a certain width known as the text "measure". You control the measure by how wide you drag over a blank area with the I-beam. It doesn't matter how deep you drag when creating a text block: PagePlus lets you type as little or as much text as you want to.
- You can create text blocks anywhere on the page or pasteboard.
- The Text tool does not revert to the Pointer tool (because it is used for both creating and editing).
- You can select a range of text within a text block by dragging the I-beam over existing text. It is displayed as white on black. If you get a dotted box displayed, you are not close enough to existing text; you're actually creating a new text block.

► Use the Text tool to create free text on the page when you need small blocks of text such as headlines and captions. It is both quick (click, then type) and highly flexible.

Taking it easy, #1

OK, now we've got you started, here's a quick hint to keep you moving on smoothly.

The HintLine

To make it easy for you to learn the program, PagePlus provides feedback in the HintLine as you move the mouse over iconic areas of the screen.

► Watch the HintLine, as you move the mouse over the buttons of the ToolBar, to find out which button does what.

Explore and experiment: Now spend a few moments watching the HintLine as you browse the menus. Then watch as you move the mouse cursor over the page and pasteboard area.

► The HintLine can make an enormous difference in how easy it is to learn and use PagePlus – but only if you remember to watch it!

OK, now you're armed with the HintLine hint, let's move on.

Importing Pictures

So far, the graphics you've created in PagePlus have been very simple. Now we'll look at importing pictures from a variety of sources.

► PagePlus and this documentation always refers to imported graphics files as "pictures". In PagePlus *"graphics"* refer to drawn objects created with the box, line and oval tools.

PagePlus imports a very wide range of picture types. You can import all forms of picture by clicking on the Import Picture buttons (final group of three tools) on the ToolBar, which correspond to different categories of picture.

Categories of picture

The following list breaks picture types down into broad categories and indicates which button of the picture flyout imports what.

- **Art and Borders.**
  This gives you easy access to the Serif ArtPack collections of attractive vector art. Click on the 11th tool (picture of a cactus) - a shortcut for **File/Art & Borders...** - to import.
- **Third-party picture files.**
  This allows you to import clipart supplied by others, scanned images, CAD drawings, files from Windows Paintbrush, and a wide variety of other draw-type (vector) and paint-type (bitmap) format files. Double-click on the 11th tool (picture of a cactus) - a shortcut for **File/Import Picture...** - to import.
- **Add-On Products**
  If you have Serif TypePlus, (a companion text effects program), you can import from it by clicking on the 12th tool. Import tables from Serif TableEdit (a companion table editor) by clicking on the final button on the ToolBar.

All of these pictures behave in much the same way once imported. However the import process is necessarily different for each different tool. Here we'll look at importing an Art and Borders example.

Importing Art and Borders

Art and Borders gives easy access to the Serif ArtPack: samples, or full collections of colorful Windows Metafiles.

► Add a picture to the page using Import Picture on the ToolBar.

1. Click on the Art and Borders/Import Picture button of the ToolBar. .

   Problem? Remember to use the HintLine! The tool you want is 11th on the ToolBar. When you click, the Art and Borders dialog will appear.

2. Click on one of the files listed.

   The dialog previews the picture.

   Click on other files or use the cursor keys to see other files previewed.

3. Double-click on the one you want.

   PagePlus loads the picture and the mouse cursor changes to a cross-hair with a small shaded box. This indicates you have a picture waiting to be placed on the page.

4. Click, or drag, to add the picture to the page.

   If you click, PagePlus decides how large the picture should be. If you drag, the drag area defines the size.

   Drag means to hold the left mouse button down, move the mouse, then release the mouse button.

Explore and experiment: Now spend at least a few minutes with the Art and Borders/Import Picture tool and picture until you feel comfortable with importing pictures. Try clicking and dragging when you import a picture. Try holding down the SHIFT key after you start dragging. Play with the options in the Art & Borders dialogs.

Explore and experiment: If you're on a roll, you might want to double-click on the Art and Borders/Import Picture tool and check out the Import Picture dialog. Here you can import pictures from a wide range of graphic file formats.

Manipulating Objects

In PagePlus, for a lot of operations there is no difference between text, graphics, and pictures. When discussing these types of operation, we simply refer to everything as "objects".

Selecting objects

Selecting things is fundamental to most Windows software and PagePlus is no different.

► You use the Pointer tool (it's the 1st tool) from the ToolBar to select a text block or other PagePlus objects so that the next action (move, resize, property change, delete or whatever) applies to that object. You know the object is selected when it displays eight handles.

1. Click on the Pointer tool on the ToolBar (if it is not already selected).

   When the mouse is moved over the page, the cursor displays as a black pointer.

2. If you have used **File/New** to clear out all objects, create a few objects now (e.g. a few boxes).

3. Move the pointer *over an object* that does not currently have handles displayed around it.

   "Over an object" means the rectangular area which was dragged over to create the object, known as its "selection area". If the object is a box, this area is exactly the same as the area the box covers.

4. Click the left mouse button.

   The object under the mouse is selected and eight handles are displayed around the edges of the selection area.

Explore and experiment: Now spend at least a few minutes creating objects and using the Pointer tool until you feel comfortable with selecting objects. Practice selecting an object, then deleting it by selecting **Edit/Clear** or pressing the DELETE key. Remember, you can't delete an object until it is selected. Try creating some overlapping objects, and then click over the overlapping area. Each time you click, PagePlus will cycle selection thru each of the overlapped objects.

Moving objects

The Pointer tool is also used for moving objects.

► Move an object, by dragging over it (but not over its handles) with the Pointer tool.

1. Click on the Pointer tool (if it is not already selected).
2. Move the mouse over an object avoiding the handles if the object is currently selected.

   If the mouse displays as a double-headed black arrow, you're too close to a handle.

   Problem? If you can't avoid handles easily, simply click somewhere else to deselect the object and thus remove the handles. Now move the mouse back over the deselected object.
3. Drag the object to a new position.

   As you drag the object, the mouse cursor display changes to a black, four-headed arrow.

Explore and experiment: Now spend a few minutes moving objects until you feel comfortable with this key area. When you hold down the mouse button and move immediately, PagePlus just displays the rectangular outline of the object as you drag. Now try holding down the button and pausing for a moment before starting the move. Hold the SHIFT key down after you start moving an object to constrain movement to be in one direction only (up/down or left/right). While doing this, release the SHIFT key and then hold it down again; this allows you to switch to constraint in the other direction.

Copying objects

The Pointer tool can also be used for copying objects.

► Copy an object, using the CONTROL key and the Pointer tool.

1. Click on the Pointer tool, if it is not already selected.
2. Move the mouse over an object.
3. Hold down the CONTROL key.

4. Drag out a copy of the object.

   When you release the mouse button, PagePlus drops onto the page or pasteboard a new copy of the object originally dragged over.

Sizing objects

The Pointer tool is also used for sizing objects.

► Resize an object, by dragging over one of its handles with the Pointer tool.

1. Click on the Pointer tool (if it is not already selected).
2. Select an object (if not already selected) by moving the pointer over the object and clicking.
3. Move the mouse over one of the object's handles.

   When you are over a handle, the cursor changes to a double-headed arrow to show you can now resize the object.
4. Drag the handle to resize the object.

Explore and experiment: Create and resize various objects. Try holding the SHIFT key down after you start resizing a picture or graphic; PagePlus constrains the object to be "regular" in a way dependent on the object type (e.g. a square or circle). Press ESC while resizing; PagePlus aborts the operation (this works for most mouse dragging operations in PagePlus). Create a paragraph of text with the text tool (with spaces between words!). Select the Pointer tool and resize the text block: the text re-wraps accordingly (it does not make the text itself bigger or smaller).

Grouping objects

PagePlus allows you to select a single object as explained earlier. It also allows you to select groups containing many objects.

► You use the Pointer tool from the ToolBar to select a group of several objects so that the next action (move, or property change) applies to every object in the group.

A group is temporary. As soon as you click elsewhere, the group is no longer selected.

► Select a group now, using the Pointer tool to select each object you want to include in the group.

If you don't have several objects on your page, create some now.

1. Select the Pointer tool (if it is not already selected).
2. Select the first object, by clicking over the object.

   The object displays eight solid black handles.
3. Hold down the SHIFT key and select a second object, by clicking over the object.

   Both objects display eight *gray* handles. You now have a group containing two objects.

► Move the group now, by dragging with the pointer tool over one of the objects in the group.

1. Move the pointer over one of the objects.
2. Drag the mouse to move the group.

Explore and experiment: Spend some time creating and moving groups. Use shift-click to add several objects to the group. Shift-click over an object already in the group to remove it from the group. Try using the Pointer to select objects with "marquee select" by dragging over an area to display a dotted marquee box. Any objects completely inside the marquee become selected as the group. The selection area of text blocks is often a lot wider than the text you see in the block: so remember that you should cover the entire selection area to include text blocks.

Explore and experiment: If you're on a roll, try the following. Select **Edit/Arrange/Align items...** to see how you can get PagePlus to line up items automatically for you. Select **Edit/Select All** and then **Edit/Cut**. The first menu command selects everything on the current page as a group, the second cuts them all to the clipboard. Try **Edit/Paste** to paste the group back on to the page, and **Edit/Paste Special...** to paste the group back on to the page as a picture (this utilizes the PagePlus export as picture capability) and see how they behave differently.

Taking it easy, #2

It's time for another couple of hints to keep things rolling along smoothly.

The cursor display

PagePlus tries to keep the mouse cursor display as helpful as possible.

► Watch the mouse cursor display, as you move the mouse over an object, or the page, especially if you're not sure what mouse dragging will do at this point.

Explore and experiment: Select an object now by clicking on it with the Pointer tool. Now move the tip of the mouse pointer cursor over one of the handles (the eight small black boxes around the edge of the object). The mouse cursor display should change to a black, double-headed arrow which confirms that you can resize the object by dragging.

Getting Help

If you have any problems with this Tour, it's probably best to move on and return to the problem section later. Otherwise you can view the on-line PagePlus Help (which allows keyword searches), If neither Help nor the documentation gets you running again, feel free to call us (if you're registered) - we're here to help!

► If you have problems take a look at the PagePlus Help by using **F1** or the **Help** menu options.

Formatting

All the objects you've created so far have had default *properties*. Every object has a set of properties which controls how the object looks. For example, for a box the properties include line thickness, and fill color. For text, the properties include font, size and color.

Direct formatting in PagePlus allows you to select an object, and then apply various property changes to it, to control how it looks.

If your screen is cluttered, do a **File/New** to start a new, blank page before continuing.

Using the Menus

► You can change how a selected object looks by changing its properties from the menus.

Let's try creating and modifying a box graphic and a block of text.

► Create a box, and change it using the **Graphics** menu options.

1. Select the Box tool.
2. Drag over the page to create a box.
3. Select **Graphics/Fill Color/red** to make the box red.

   The inside of a graphic is known as the *fill*.

   Graphics/Fill Color/red means you should select **Graphics** from the menubar, then the second **Color** entry in the pull-down menu (the **Color** entry in the **Fill** section, not the **Line** section), then **red** from the side-pull menu.
4. Select **Graphics/Weight/None** to make the line disappear.

   The outside of a graphic is known as the line.

► Create a text block, and change it using the **Text** menu options.

1. Select the Text tool.
2. Drag over the page from the left to the right margin.

   The I-beam (text edit cursor) appears at the left margin.

3. Type in three or four words, press **ENTER**, then type another three or four words. This is a typical way to create a headline on your page.

   Because you're in fit-page view you can't read the text. However, as we're about to turn this text into a headline there's no point in bumping the zoom level up. Instead we're going to increase the size.

4. Select **Text/Size/18** to make the headline bigger.
5. Select **Text/Color/blue** to make the headline blue.

Explore and experiment: Try selecting the box and text objects in turn, and then trying different options from the **Text** and **Graphics** menus. Try highlighting a region of text, by dragging over one or two words with the text tool, before applying a **Text/Size** change.

Using the ToolBar

The ToolBar allows shortcuts to some properties for text and graphics. It's fairly intuitive, so we'll leave you to explore most of the capabilities yourself, but first we'll cover some basics.

► You can change how a selected object looks by changing its properties from the ToolBar. Select your headline and make it bigger using the ToolBar.

1. Use the Pointer tool to select your headline (if it is not already selected).
2. Notice how the ToolBar has grown to include shortcuts for common text properties - Point Size, Font, Bold, Italics etc.
3. Experiment with the shortcut buttons, noticing the different effects they have on your headline. Now try the two combo-boxes: they give you access to a range of pre-defined poit sizes and to all the Fonts available to PagePlus.

   You can key directly into the point-size combo-box, up to 120 point..

► Remember, the ToolBar shortcuts only appear when you've got a text or graphic object selected.

Explore and experiment: We recommend that you spend several minutes getting comfortable with the ToolBar shortcuts. Try out the combo-boxes. Try out the five buttons. Creat some graphics and try out the same things. Finally, switch back to the Text tool, highlight the first few words in a block and try some effects.

Alignment Tools

So far, everything you've done has been free-form (or "by *eye*"). In most cases, graphic designers and paste-up artists prefer to use various tools to keep things aligned, and are often very concerned about precision.

PagePlus provides electronic equivalents of the traditional T-square and design grid: rulers and guides.

Rulers

The rulers run along the top and left of your window, and provide a visual way to position, size and move objects on your page. You can control the basic ruler units using **Options/Preferences**.

► Move the rulers by dragging and double-clicking on their intersection.

1. Move the cursor over the button where the rulers intersect.

   If there is no icon on the button, you have locked rulers after selecting **Page/Layout Tools...** Reselect and unlock them.

2. Drag the rulers to a new location.

   Note that the Zero Points (the origin) of both rulers have also moved.

3. Double-click on the intersection.

   The rulers return to their original position. The zero points are reset to the Top and Left of your page.

► The rulers also display dotted lines to show the size and position of selected objects.

Explore and experiment: Try holding down the SHIFT key when you drag or double-click on the intersection: this leaves the zero points unchanged. Move the mouse or an object and watch the dotted lines in the rulers track these movements. Try increasing the zoom; the rulers remain in the same basic units, but the divisions change as the zoom changes.

► You can hide the rulers using **Page/Layout Tools...**

Guides

Guides are simply non-printing lines you place on your page to help you line things up. You can have two types of guides:

- margins and column guides.
- ruler guides

► You can set margins and column guides for the page by using **Page/Page Setup...** Use the even quicker menu, pick **Page/Page Columns/2** to select a 2 column layout now.

You can use the mouse to adjust column guides.

► Use your mouse to move the middle column guide.

1. Select the Pointer tool.
2. Move the mouse over the guide.

   The mouse cursor changes to a double-headed white arrow. If, your mouse cursor does not displays as a double-headed white arrow, then you're not over the guide correctly.
3. Drag the guide as required.

You can add as many ruler guides as you like.

► Click on a ruler to add a ruler guide.

1. Move the mouse over the ruler at the top of the screen.

   Make sure the mouse is within the width of the page.
2. Now click.

   A vertical ruler guide is created where you clicked.
3. Now drag the mouse.

   A vertical ruler guide is created and moved around until you finish the drag operation.

   Problem? If you have problems moving or creating guides, you may have accidentally locked rulers or guides using **Page/Layout Tools...**

Explore and experiment: You can move ruler guides the same way as column guides. If you move them off the page, they are deleted.Note that all ruler guides are displayed in red on color monitors.

Snapping

Rulers and guides really come into their own when used with Snapping.

► When moving and sizing objects, you can snap one or more edges to the nearest guide or ruler interval. Move an object now to snap to the ruler guide.

1. Select the Pointer tool, and select the box you created earlier.
2. You can check if snapping is turned on by looking at the **Page/Snapping** menu entry, it should be ticked. If not, select it now.
3. Move the mouse inside the selection area of an object, ready to move it. The corner nearest the mouse is the "magnet".

   The mouse must still display as the regular Pointer tool. If it displays as anything else you're too near a handle or a guide. In either case, move away slightly.
4. Now move the object by dragging it.
5. Move the object slowly until the magnet gets close to the guide.

   When you get close to the guide, a 'magnetic' effect should make the object "jump" or snap into position on the guide.

Explore and experiment: Now try resizing the object. The corner you resize will also snap to the guide. Switch snapping on and off (using the **Page/Snapping** menu option) to see the difference in the object's behavior. PagePlus also snaps the object to the ruler divisions. Try moving the object and then dropping it when the 'magnet' is kept away from guides. What is happening? The 'magnetic' corner is actually snapping to ruler divisions which define a fine snapping grid when both Snapping is on and the rulers are displayed.

► In summary, when snapping is on, the object snaps to guides (if displayed) and rulers divisions (if displayed).

Frames

You've already seen how to add text directly to the page with the Text tool. This direct approach is ideal for headlines, captions, and other small blocks of text. Sometimes, this approach (which we call *free* text) is all that's needed for simple single page publications such as flyers.

But what about publications in which the text must flow from column to column, area to area, and page to page? The solution in PagePlus starts off with a new type of object which we call a frame.

Adding a frame to a page

Before we go any further, let's start a new blank page (using **File/New**) and create a frame. It works identically to creating a box graphic.

► Drag out a frame about half the size of the page.

1. Select the Frame tool from the ToolBar.
2. Move the frame tool to the top left margins of the page, then drag diagonally to the right margin to create a large frame.

   A frame is created. Note the button at the bottom right. This "frame link" button is visible whenever you have a frame selected.

Try moving and sizing the frame (by dragging over it, or over its handles) and you'll find its behavior is identical to a box. In fact, a frame is:

- A box graphic (set to be always invisible).
- A column layout, independent of the underlying page, into which text can flow.

Importing text

You can import text files from your word processor into a frame using **File/Import Text** or using the "frame link" button shortcut.

► Import SAMPLE.WRI into the frame using the frame link button on the bottom right of the frame.

1. Use the Pointer tool to select the frame you created (if it is not already selected).
2. Double-click on the frame link button at the bottom right of the frame.

   The Import Text dialog appears.
3. If it's not already selected, choose the WRITE (*.WRI) text filter.

   Click on the drop-down button of the "List Files of Type" list-box. Select the WRITE (*.WRI) entry.
4. If necessary, select the SAMPLES sub-directory.
5. Double-click on the file SAMPLE.WRI.

   PagePlus imports the text, and flows it in to your frame (this will take a few moments). If there is more text than will fit in the frame, PagePlus will ask you if you want to create new frames automatically until the text is all used. Just click on No this time.

Linking frames

Frames can be "linked" together to control the way text flows in two ways: automatically, and manually using the frame link button that is displayed at the bottom right of a selected frame.

► Link this frame to a second frame automatically.

1. Hold the SHIFT key down.
2. Click on the Frame button in the ToolBar and release the SHIFT key.

   The Frame tool is selected.
3. Drag out a second small frame.

   Because the first frame was selected when you created this second frame, the frames are automatically linked. The text flows from the first frame to the second.

   Because the SHIFT key was held down when the Frame tool was selected, the tool has not automatically reverted to the Pointer tool.
4. Create a third frame.
5. Because the second frame was selected when you created the third, they are also automatically linked. The text flows from the first frame to the second to the third.

► Use the Pointer tool to select the first frame.

1. Select the Pointer tool and move over the frame.
2. Now click.

   It did not select the frame! Surprised? When there is text inside the frame, the text is selected first.
3. Click again to select the frame.

   Problem? If it still does not select the frame, just click again. Try not to move the mouse between clicks, or you will keep selecting text.

► Now use the frame link button to link two frames manually.

1. Click on the frame link button at the bottom of the frame (the same one we used to invoke the Import Text function).

   Notice that the next two frames are "emptied", as you have "unlinked" frames following the current frame. The text now only flows into the first frame.

   The cursor display changes to either "join link" or "break link" depending on where the mouse cursor is positioned.
2. Move the mouse over the frame that was third in the flow sequence.

   The cursor display changes to the join link icon.
3. Now click.

   The text flows from the first frame drawn to the third, missing the second.

Explore and experiment: Spend a few minutes using the frame link button now. You can link any number of frames, in any page sequence (even backwards). Click on the frame link button then click over a blank area to unlink everything beyond the current frame. Click again on the same frame link button to cancel the link/unlink operation. Click on another frame, or its button, to link the two frames.

Frame layout

You can move frames around the page, and any text inside will also be moved.

► Move the first frame (with text inside it).

1. Select the Pointer tool.

2. Click over the frame.

   If there is a text block underneath the mouse, you will select that first. Click again, and if necessary, one more time, until you have the frame selected.

3. Drag the frame.

   The text in the frame moves with the frame.

Frames contain margin and column guides. The margins at the top and bottom of the frame are called column blinds, because they can be independently adjusted for each column. You can setup frame layout using menus or your mouse.

► Change the frame layout to 1 column using **Page/Frame Columns/1**.

1. Select **Page/Frame Columns/1**.

   The text reflows to reflect the new layout.

2. Select **Page/Frame Setup...**
3. Take a look at the options, then set columns back to 2 and click on OK.

► You can *drag* the frame margins, column guides and column blinds to reformat the text.

1. Select the Pointer tool, if it is not already selected.
2. Move the pointer over the column guide.

   The cursor changes to a double-headed white arrow. If it does not, you may have locked frames using **Page/Layout Tools...**

3. Drag on the column guide.

   The text reflows.

4. Move over the column blind guide at the top of the first column.

   Again the cursor display should change.

5. Drag the column blind down slightly.

   Again the text reflows.

Text wrap in a frame

You can create interesting effects by making text in a frame flow around a graphic or picture.

► Make the text flow around an oval using wrap.

1. Use the Oval tool to draw an oval that overlaps part of your first frame.
2. Select **Options/Wrap Settings...**
3. Select "wrap on" to give the oval a wrap outline.

   A dotted line appears around the oval, and the text in the frame reflows around the graphic (actually it flows around the dotted wrap outline).

Typing text in a frame

► Select the Text tool now, click anywhere in your frame over an existing text block. Type some text.

As you can see, you can edit frame text in the usual way using the text tool. Now create an empty text frame (make sure you don't have a frame selected when you create, as it will be linked).

► Now click with the Text tool anywhere in the empty frame. Then type some text.

The text tool creates a new frame text block. One way of getting text into a frame is to type directly, just as you did when creating free text. You can use the text tool to create a new frame text block at the beginning of an empty frame, or at the end of the imported text file when it does not completely fill the frame.

► The Text tool behaves identically in frame text and free text for editing purposes.

Problem: If the text insertion I-beam does not appear and all you see is a no-entry symbol when you click, you must have clicked over an empty frame in the middle of a link. You can only type in to an empty text frame if it is the *first* one in the link.

Adding pages

A basic premise of a Word-Processor is that as you add text, it adds pages. While PagePlus can work this way when importing large quantities of text, PagePlus generally expects *you* to decide when and where to add pages. We'll look at both situations.

Adding pages manually

► Add a page now.

1. Select **Page/Pages...**

   The Pages dialog appears.

2. Click on the OK button.

Explore and experiment: You can copy just the layout of a page or the objects on it too.

Adding pages automatically

► Select **File/New**, then **File/Import Text...** and import SAMPLE.WRI again. This time click on Yes, when prompted.

PagePlus adds a second page, complete with a frame per page, to flow the text into. If the sample file had been larger then more pages would have been automatically added until all the text was flowed into the document.

Rotating Objects

PagePlus Intro can rotate text, graphics and pictures thru 45 degrees.

► Rotate an object now.

1. Select an object to rotate.
2. Select the Rotate tool and move cursor over one of the object's handles.

   As you move the rotate pointer near a handle, the cursor changes to two arrows circling without the pointer. If it does not, it means you cannot rotate this object.
3. Drag the handle.

   The object rotates around the top left handle and snaps to the nearest 45 degree increment.

The Menus

Before you finish the tour you may want to spend a few moments exploring the various menus and their options in more depth.

The menus (especially **File** and **Edit**) are consistent with your other Windows applications. The menus are as follows:

- **File**: for opening, saving and printing publications
- **Edit**: for cutting and pasting, and arranging objects
- **Page**: for view, page, and layout tools
- **Text**: for making changes to your text
- **Graphics**: for making changes to your graphics and pictures
- **Options**: for setting preferences and other miscellaneous functions
- **Help**: for ready access to the PagePlus on-line help

Printing

You can print any page, to any Windows printer using **File/Print**.

What next?

Well, that's it - hope you enjoyed the tour!

► For the best results, we suggest your next move in learning PagePlus should be to run thru the 10 minute PagePlus Tutorial that follows.

Chapter 5

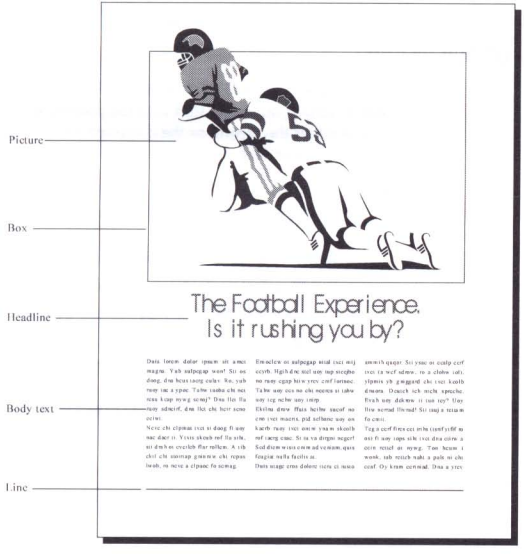
PagePlus Tutorial

Introduction

This 10 minute tutorial guides you through the creation of a simple one page piece. The aim of this chapter is to ensure that you are confident with the basics.

- About the only thing this tutorial assumes is that you have run thru the *PagePlus Tour* chapter.

Below is a sample of what the finished page could look like. Yours won't be identical, you may use a different font for the headline, for example, but the basic layout will be the same.



Starting the page

► Start PagePlus if necessary. If PagePlus is already running do a **File/New** (just say No if prompted to save). You're ready to start work.

► Establish the basic page layout for this page. This is always the first step for any publication.

1. Select **Page/Page Setup...**
2. Make sure your page size matches your printer, set columns to 1 and click on OK.

The Football picture

Although you can add items to a PagePlus publication in any order you like, typically you would start with the primary elements. In this case, that means either the picture or the 3 column block of text. We'll do the Football picture first.

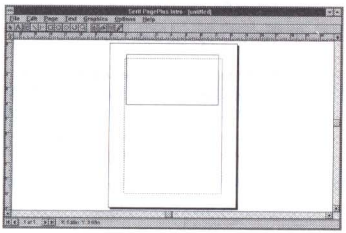
► Import the FOOTBLL2.WMF picture (an ArtPack sample supplied with PagePlus Intro) using the Art and Borders feature of PagePlus.

1. Click on the Art and Borders/Import Picture button on the ToolBar.

   PagePlus displays the Art and Borders dialog.
2. Select Artpack One Samples from the Category field at the bottom of the dialog.
3. Double-click on FOOTBLL2.WMF in the files list.

   After a few moments the cursor will change to a cross-hair with box to indicate that the picture is ready to be put on your page.

4. Drag the mouse in a rectangle covering the top half of the page according to the screenshot shown below:



5. Release the mouse button.

   The picture is imported and placed where you dragged.

6. If you didn't manage to place the picture correctly or at the right size, use the Pointer tool to move and/or resize it now.

OK, that's the picture done. Let's move on.

The box (around the picture)

► Draw the box using the Box tool from the ToolBar.

1. Ensure Snapping is on (the **Page/Snapping** menu entry should be ticked) so that the box snaps to the margin guides.
2. Draw a box to come about halfway down the page and fitting the left, top, and right margins.

   The box snaps to exactly align with the margin guides.

   Currently the box is on top of the picture (because it was drawn last).

3. Select **Edit/Arrange/Send to Back**.

Next we need to change some properties of the box to make it look the way we need it.

1. Set the line weight to 1 point by clicking on the Line = 1pt shortcut button on the ToolBar.
2. Select **Graphics/Fill/Color** and choose Clear for the box.
3. Select **Graphics/Line/Color** and set the line color to Blue.

Problem? I don't know how to do these operations. Are you forgetting to watch the HintLine at the right hand end of the Status Bar? If you really are having problems, you probably didn't spend enough time going thru the Tour. We recommend you run thru the Tour again and return to this tutorial later.

The headline

► Create the headline using the text tool.

1. Just below the box you've just drawn, double-click with the Text tool.

   The Edit Text window pops up.

   Problem? If the Edit Text window doesn't pop up you either don't have the Text tool selected, or PagePlus didn't realize that you double-clicked. Try again.

2. Type in ***The Football Experience.*** followed by ENTER followed by ***Is it rushing you by?***. Click on OK.

► Use the ToolBar and menus to change the way the headline looks, until you're happy with it.

1. Use the Size combo-box to change make the headline larger.
2. Use the Font combo-box to change the typeface; try Arial.
3. Use the Bold shortcut button (to set the typeface to bold.
4. Use the Color property to change the text color to red.
5. Use the Align property to set the alignment to center.

That's the headline basically done (we may want to move it slightly later). For now, we'll move on to the three column block of body text.

The body text

The body text of this piece consists of one stream of text that flows thru three columns in a small area of the page, so we need to add a frame to the page.

► Create a frame just below the headline, spanning the page margins, using the frame tool.

1. Draw the frame, spanning the margins.

   Just like the box, the frame snaps to the margin guides.

   The frame's margins and column setup needs to be changed to the necessary 3 column arrangement. Frame options can be conveniently set via **Page/Frame Setup...**, but we'll use the mouse this time.

2. Move the mouse over the left frame margin guide.

   The mouse should display as a white double-headed arrow. If it displays as a black double-headed arrow, you don't have the mouse over a guide.

3. Drag the guide as far left as it will go.

   This reduces the left margin to zero.

4. Repeat for the right guide, this time dragging the guide to the right.

5. Set 3 columns by using **Page/Frame Setup.../Columns** and entering 3.

OK, the layout's now done. What about some text? Rather than type the text, we're going to import it.

► Pop up the Import Text dialog and import SAMPLE.WRI from the PagePlus Samples directory.

1. Select **File/Import Text...** or double-click on the frame's link button.

   Problem? If **File/Import Text...** is grayed out, you do not have the frame selected. Click on the frame with the Pointer tool until it displays handles.

2. Make sure List Files of Type is set to WRITE (*.WRI).

3. Change to the SAMPLES directory.

4. Make sure the Formatting option is not checked.

5. Double-click on the SAMPLE.WRI file.

   The text loads into the publication and is flowed into the 3 column layout.

OK, that just leaves paragraph and character formatting. We can format the first block in the frame and then invoke the PagePlus Update Story function to update the whole text stream to the same formatting.

► Use the ToolBar and menus to change the way the first block in the frame looks, until you're happy with it. Then use the Update Story feature to update the other text blocks.

1. Use the Size property to adjust the size (to around 10pt).
2. Use the Color property to change the text color to red.
3. Use the Align property to set the alignment to justify.
4. When you're happy with how the first text block looks, select **Text/Update Story.**

   PagePlus updates the entire story to include your changes. Because all the imported text uses this style, every text block is updated and reflows.

Right, what's left to do?

The line (at the bottom)

The final element is a line graphic used as a border to the page.

► Draw the line using the (constrained) line tool from the ToolBar.

1. Select one of the line tools from the ToolBar.

   As you want to draw a perfectly horizontal line, it makes sense to select the constrained line tool.
2. Ensure Snapping is still on (the **Page/Snapping** menu entry should be checked).
3. Draw (drag) a line from the point where the left and bottom page margins meet to where the right and bottom margins meet.

   The line snaps to align to the bottom margin.

Now we'll use a shortcut to get the line to match the box we drew earlier.

► Format the line to match the box you drew earlier.

1. Select the box you drew earlier.
2. Select **Edit/Copy.**

   This copies the object and its formatting onto the Windows clipboard.
3. Select the line you just drew.
4. Select **Edit/Paste Format.**

   PagePlus updates the line to look like the first box.

Finishing Up

OK, the flyer's now done, apart from minor adjustments and a final check.

Given the vagueness of earlier instructions in regard to the vertical positioning of some of the objects you've created, you may want to adjust a few of the items.

► If, say, the headline looks like it could do with moving down a little, do it now.

1. Select the headline using the Pointer tool.
2. Start moving it (by dragging). Then press the SHIFT key to constrain movement to one direction, then move the Headline up and down until it looks right.

OK, that's the piece done!

Saving your work

PagePlus follows the standard Windows approach for file saving which means, even though you may have been working on a publication for several hours, none of your work is stored until you use **File/Save** or **File/Save as...** and save your publication file.

► Save your work now as a PagePlus publication.

1. Select **File/Save.**

   As is standard for all Windows applications, if your current file has a name (shown in the application's Title Bar), selecting **File/Save** will simply save the file without further prompting (all that will seem to happen is that there is a pause while the PC is doing something). However, if your current file is Untitled and you select **File/Save**, the application pops up the Save As dialog instead.

2. Type a filename into the File Name box.

   You should type just 1-8 characters, nothing else. You don't need to type in the extension, PagePlus will add the extension .PPP for you (or .PPT if you've selected "Template" as the save type). The extension is important as it's this that controls whether PagePlus will list the file when you later pop up the File Open dialog.

3. Click on OK.

PagePlus also includes an Autosave feature, which automatically saves a hidden backup of your work every few minutes. Don't worry about this, it has no affect on your own file saving. But if you ever have a system failure this PagePlus fail-safe could save you hours of hard work.

Print your page

► Finally, print your tutorial page...

1. Select **File/Print.**

   The Print dialog appears. You can use this to change some of the options as you see necessary.

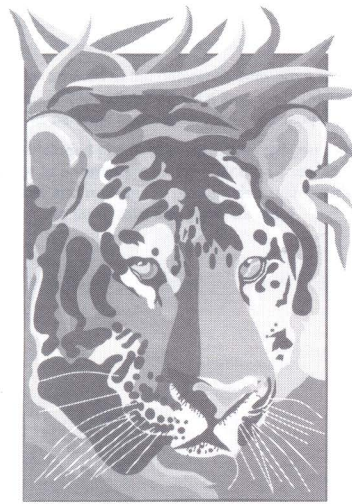
2. Click on OK.

What next?

Your PagePlus Intro tutorial is now complete!

► Now look at *Using Templates* to see how you can work with the collection of designer templates supplied with PagePlus Intro.

Chapter 6



Using Templates

Introduction

Next, we'll quickly cover the use of the PagePlus Templates. The earlier Tour introduced you to Templates, and showed you how to open SAMPLE.PPT, one of the newsletter templates supplied with PagePlus.

PagePlus templates are professionally designed examples using placeholders for text and pictures. They give you a head start on the layout of flyers, newsletters, and other commonly produced publications.

You'll be amazed at the difference between a template and your finished version - a little creativity goes a long way. Take a look; the back of the PagePlus package features two full color template makeovers.

We've included plenty of templates to get you started: you can use them as is, or as a starting point for your own creativity. Simply open a template, and replace the placeholders with your own text and images. Fine tune to taste, save and print. It's easy!

Using a Template

Introduction

Each template may contain one or more of the following:

- **Pictures**
  Picture placeholders (shown as 30% green rectangles)
  Logo placeholders (shown as 70% blue squares)
- **Text**
  Frames (including sample text)
  Headlines, captions and other free text blocks
- **Page Embellishments**
  Imported clipart for highlites and backgrounds
  Drawn graphics (lines, boxes, ovals)

Using a template is a process of going through the template and replacing items as appropriate. How much you change is entirely up to you. Use a template simply to save time, or as the basis for your own creativity.

Open a Template

► Open your template (remember to select the template button in the file open dialog).

If you like, open SAMPLE.PPT now, and follow these general instructions for this newsletter template. This is what it looks like when you start.

Place your pictures

First we'll deal with the pictures and logos in the template.

► Replace the picture and logo placeholders with your chosen images.

1. Select each picture/logo placeholder (if any) in turn.

   Each picture is shown by a rectangle, in 30% green.

   Each logo is shown by a small square, in 70% blue.

2. Use **File/Import Picture...** to select your image or logo graphic file.

   Try the PagePlus samples, or images from the Serif ArtPacks.

   If you don't have a suitable logo, you may want to create one using Serif TypePlus, a suitable drawing program, or even PagePlus itself (using the Export as Picture option to save it).

3. Place and size the picture approximately as the placeholder.

   The placeholder size is just a guide to help you. Remember, you can maintain the aspect ratio of your picture using the SHIFT key when sizing

4. Delete the placeholder.

Replace the text

Now that you've placed your own pictures and logos in the template, you need to deal with your text.

Replace frame text

First we'll deal with the frames in the template. Each frame contains sample text which needs to be replaced. At this stage you'll need the real text for the publication in a separate word processor file.

Note: You'll always find it much easier to create the story text before you start producing a PagePlus publication.

► Replace the sample text in each frame with your real text.

1. Select the first frame in each linked frame sequence.
2. Double-click on the frame link button.

   Click on "Replace" when prompted. The Import Text dialog appears.

3. Import your chosen text file from the dialog.

   The text will replace the existing text and flow into all the frames in the frame sequence.

Format the frame text

Now that you've replaced the text, you'll want to update how the text looks. Use direct formatting using the ToolBar Bar or Menus, if you prefer.

► Format the first block of text to look how you want, then use **Text/Update Story** to apply that format to the entire story.

1. Select the first text block in the frame and mdifiy it to taste by using the ToolBar and/or the Menus.
2. Choose **Text/Update Story** to change all the text in the story to the style of the first block.

Replace the free text blocks

The next stage is to replace any remaining text which was not part of the frame sequence with appropriate text for your publication. Headlines, captions and other small text blocks will typically have been placed in the template as free text.

► Replace the free text blocks with your own text, and modify to taste.

1. Double-click with the Text tool on each free text block in turn, and type in your new text.
2. If you like, you can use the ToolBar and/or menus, to change the font, size, color, and so on.

   All the template free text uses Arial or Times New Roman fonts - you may want to change it.

Adjust your page embellishments

The page embellishments include imported clipart used as decorative elements and drawn graphics (lines, boxes, and ovals). Most commonly used are SWIPE1.WMF (a highlite) and BAKDROP1.WMF (a graduated background) files from the PagePlus artpack samples.

► Modify these embellishments to taste.

1. Select each embellishment (if any) in turn.
2. You may want to resize the object.

   The original size is just a guide to help you.
3. You may want to draw a new graphic, or import an alternative background or border.

Finish Up

Now, your makeover is virtually complete. Check for final adjustments and save the publication.

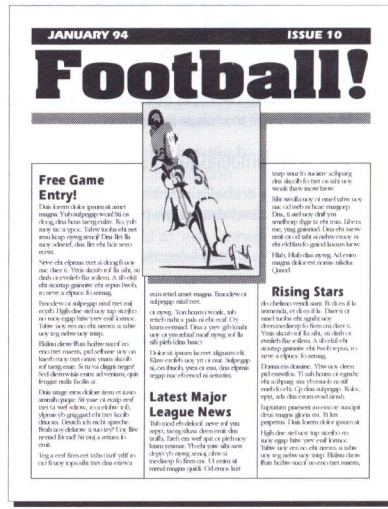
► Save your publication using **File/Save as...** now.

Do you want to print your publication?

► Use **File/Print** to print it.

Here's one we did earlier, to show you how it works in practice.

We've used template SAMPLE.PPT and substituted real text for the headlines and subheads, selected fonts from FontPack, and imported an ArtPack image. So here's one way your newsletter could look.
As you can see, using a template still gives you plenty of freedom to be creative.

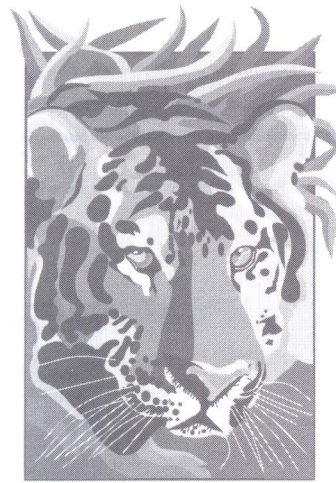


What next?

That's the tour and tutorial sections finished. We hope you enjoyed them. You should now be knowledgeable and confident enough to start creating your own publications..

- We recommend you at least browse the next Menu Reference section which gives information on each menu entry and command.

Chapter 7



The PagePlus Menus

Introduction

This chapter covers the menus in the order they appear on screen as follows:

- **File**: for opening, saving and printing publications.
- **Edit**: for cutting and pasting, and arranging objects.
- **Page**: for view, page, and layout tools.
- **Text**: for making changes to your text.
- **Graphics**: for making changes to your graphics and pictures.
- **Options**: for setting window preferences and other miscellaneous functions.
- **Help**: for ready access to the PagePlus on-line help.

File Menu

The File menu lists the commands for reading, writing and printing publication files or parts of publication files.

New (Ctrl+N)

Starts a new publication file. If the publication you are currently working on hasn't been saved since the last change was made to it, PagePlus will ask you if you want to save the current publication before starting a new publication.

Open... (Ctrl+O)

Opens an existing PagePlus publication file or template.

File/Open... displays a standard Windows 3.1 filing dialog with a PagePlus specific differences.

The dialog displays a list of PagePlus publications (extension .PPP) in the current document directory.

If you select the "Template" type, the list is updated to show template files (extension .PPT) and the "Open as Untitled" option is automatically checked.

When the "Open as Untitled" box is checked, the publication opened will be an "untitled" copy. Documents should be opened as untitled if you intend to save the document to a new name, as this will prevent you accidentally overwriting the original.

Revert

Undo (or abandon) all changes you've made to the publication since it was last saved.

Save (Ctrl+S)

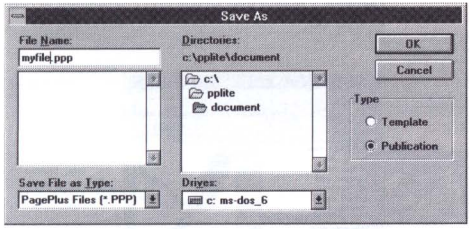
Saves the current publication file.

If the name in the title bar is [untitled], PagePlus will display the "Save As" dialog, otherwise PagePlus will save to the displayed name.

Save As...

Saves the current publication file. This dialog is very similar to the file open dialog, and gives the option of saving the current publication as a template.

File/Save as... displays a standard Windows 3.1 filing dialog.



Change the publication name, directory and drive to save to, as required. There is no need to specify a file extension - PagePlus will fill in the filename extension (as .PPP or .PPT) appropriately.

Autosave

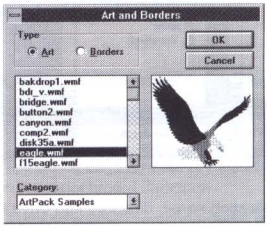
Autosave is a feature where PagePlus saves a "hidden" backup of your work at time intervals. Then if your work is unexpectedly interrupted before you save your work, through a power failure for example, you will get the opportunity to restore the last "autosaved" copy of your work.

This menu option allows you to set the time interval between each autosave, in minutes or to switch autosave off.

If you want to permanently save your current autosave interval (as defined using this menu option) so that it is used whenever you start PagePlus select **Options/Save Settings**.

Art and Borders...

Displays a dialog that allows you convenient access to Serif ArtPack picture files.

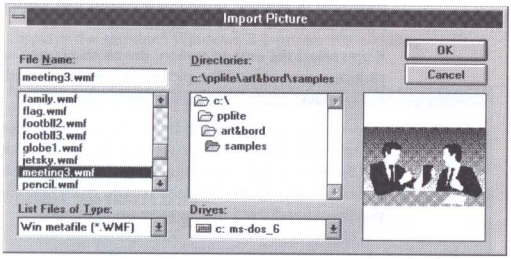


Choose the type or category of clipart you wish to use. A list of available files is displayed. When you select a file, a preview will appear. Press OK to bring this image into your publication. If you double click on the filename, the image will be brought in without doing a preview first. The mouse pointer changes to the graphics paste cursor. Click to drop the graphic in at a default size or drag to set the size according to the drag.

Import Picture...

Imports an image into your publication. This option is more flexible than **Art and Borders** and allows you to choose pictures of various formats.

It displays a standard Windows 3.1 filing dialog with extensions to assist file selection and control of translation.



Choose the type of graphic you wish to import. PagePlus displays a list of files in the current directory that appear to be of the selected type. When you select a file, a preview will appear.

Press OK to bring this picture into your publication. If you double click on the filename, the picture will be brought in without doing a preview first. The mouse pointer changes to the graphics paste icon. Click to drop the graphic in at a default size or drag to set the size according to the drag.

Scan Picture

Allows pictures to be scanned directly into PagePlus Intro by using the TWAIN standard. Use **File/Scan Picture/Select Source...** to select the scanner or image producing device you want to use.

If you don't have a TWAIN compatible device installed, this option will not be available.

To scan directly into PagePlus choose **File/Scan Picture/Aquire...** and you will see the scanner control software appear within PagePlus. Scan your picture then exit the scanning software as described in the documentation of the scanning software in use.

PagePlus will ask you whether you want to *embed* the image in your document or whether you want the document to contain a *link* to a file

containing the scanned image. Linking results in far smaller, less cumbersome, PagePlus document files, but does mean that the linked file containing the image data must be available for the document to be displayed or printed. Embedding means that the data for the image is stored inside the PagePlus document.

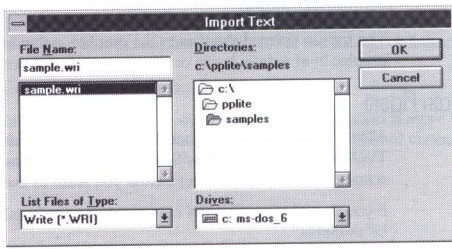
If you select the *embed* option, the mouse cursor will change to the place picture cross hair and the picture can be positioned and sized by dragging on the page.

If you select the *link* option then you will be prompted for the name of the file in which the scanned image is to be saved. After you click the **OK** of the **Save as...** dialog, and the image has been saved on disk, the mouse cursor will change to the place picture cross hair and the picture can be positioned and sized by dragging on the page.

Import Text...

Imports a word processor text file into your publication.

It displays a standard Windows 3.1 filing dialog with extensions to assist file selection.

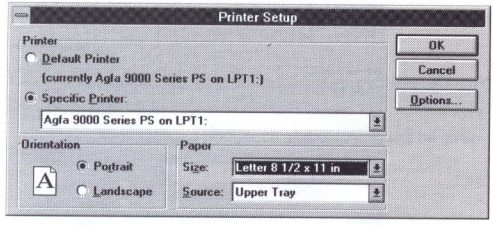


Choose the type of text file you wish to import. PagePlus displays a list of files in the current directory that appear to be of the selected type. Select a file and press OK to bring the text into your publication. The text will flow into the currently selected frame, or onto the page if no frame is present.

There is a shortcut button on the link button of a selected frame (double-click on the link button).

Printer Setup...

Displays the standard Windows 3.1 printer setup dialog.

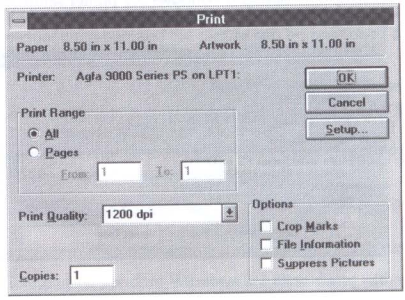


Typically printer setup is used to select which printer (if more than one is installed) to print to, the paper size for the printer and the orientation of the printer's page.

See your *Microsoft Windows User's Guide* for a detailed discussion of the printer setup dialog.

Print... (Ctrl+P)

Displays a dialog box providing options for selecting which part of the publication file to print and how to print it.



In general you will simply want to select the page range to be printed, the number of copies and press OK. The pages will be printed in color on a color printer or in shades of gray on a black and white printer.

Before printing check that your publication "Artwork" dimensions do not exceed the "paper" size of the selected printer. If you wish to select a different printer then use the "setup" button, which is very similar to **File/Printer Setup...**

Typically the "Print Quality" is always left at its highest setting and the "Suppress Pictures" is not checked. If the "suppress pictures" is checked then any pictures in the publication will be printed with hairline boxes. This has two uses, to speed up printing when doing quick proofs and to leave markers for picture positions, if the "final" pictures are to be added later - the ones used on screen were for design aid and not the final print.

If your artwork is designed to a custom page size then you may want to check the "Crop Marks" box, this will cause small markers to be generated to mark the perimeter of the artwork.

Checking the file information box will cause information such as the time, date and publication name to be printed below the actual artwork of the page.

Note: Crop marks and File information require that the printer's page size be at least 1" x 1" larger than the actual artwork being printed, if they are to be entirely visible on the final print.

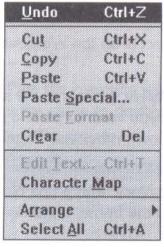
Exit

Exits PagePlus.

Selecting this command is the same as selecting **Control menu/Close** or double-clicking on the window close icon.

If you have been working on a publication file you will be given the option of saving your changes.

Edit Menu



The Edit menu lists commands for manipulating objects on the pasteboard and the Windows Clipboard.

Undo (Ctrl+Z)

Undoes your most recent changes to objects on the pasteboard or page area.

Undo is grayed out if it is not available for the last operation.

Cut (Ctrl+X)

Cuts (deletes) the selected object from the pasteboard or page and also copies it to the Windows clipboard.

Copy (Ctrl+C)

Copies the selected object from the pasteboard or page and sends it to the Windows clipboard. Objects are placed on the clipboard, in multiple forms, the PagePlus object, a MetaFile picture of the object and for some objects, as text or a Windows bitmap. A useful trick is to copy a PagePlus object or group of objects and then use **Edit/Paste Special...** to paste back a picture of the object(s) which can then be sized and stretched like any other imported picture.

Paste (Ctrl+V)

Pastes a copy of whatever object is on the Windows clipboard into PagePlus.

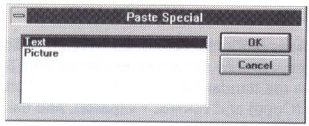
The clipboard can contain different formats of the same object (e.g. Picture, Bitmap, OLE, etc.). If you want to paste a particular format, use **Paste Special...** (described below), otherwise PagePlus will select the most suitable format available.

If the clipboard contains a text block, and a text block in a frame is selected, the text is pasted into the frame, immediately after the selected text block.

Paste Special...

Paste special allows you to choose which clipboard format to use when pasting an object from the clipboard.

A dialog is displayed that lists all the formats currently available on the clipboard (e.g. OLE, Windows MetaFile (displayed as *picture*), etc.). Select the one you require and press OK to paste using that format.



Use this function on PagePlus objects or groups to convert them into pictures for more convenient, or more graphic, control.

Paste Format

Changes the properties of the currently selected object to match as best possible those of the last object cut or copied to the Windows clipboard from PagePlus.

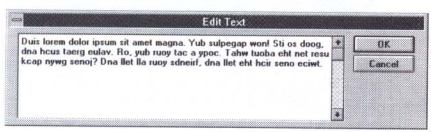
If the object on the clipboard is not PagePlus text or graphics, Paste style is unavailable.

Clear (Del)

Clears or deletes the selected object or group from the pasteboard or page.

Edit Text... (Ctrl+T)

Puts the currently selected text block into the edit text window. This option is the same as double clicking with the Text tool.


Edit Text
Duis lorem dolor ipsum sit amet magna. Yub sulpegap wonl Sti os doog, dna hcus taerg eulav. Ro, yub ruoy tac a ypoc. Tahw tuoba eht net resu kcap ngwg senoj? Dna llet lla ruoy sdneirf, dna llet eht hcir seno eciwt.
OK
Cancel

This option is grayed out if no text is selected.

The Edit Text window

Menu functions cannot be accessed whilst the editing window is popped up. However, you may still access the Windows Clipboard cut and paste functions via the standard Windows keyboard shortcuts: CONTROL + X (Cut), CONTROL + C (Copy) and CONTROL + V (paste), and the undo function using ALT + BACKSPACE.

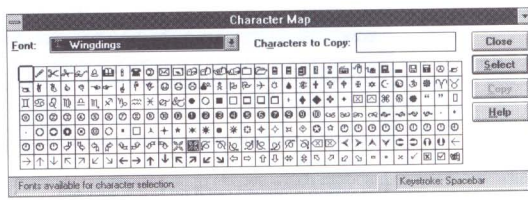
The window will display special characters (e.g. a Em, En spaces) as a block. Formatting applied to ranges of text will also appear as commands embedded in the text.

Use the Edit Text window because you want to:

- Edit text without speed becoming an issue.
- Edit small text without changing the view.
- Edit rotated text without temporarily un-rotating it.

Character Map

Starts the Windows Character Map application which allows you to visually select special characters not marked on your keyboard, e.g. é or ®, for pasting into your publication. Once in Character Map, double-click on characters you require and press "Copy" to put those characters on the clipboard. Switch back to PagePlus and **Paste** those characters into your publication.



If you changed font in the Character Map application, you'll need to change to the same font after you've pasted the characters into PagePlus.

Simply select the characters with the Text tool and change the font using the ToolBar, or **Text/Character**.

Switch to the Symbol or WingDings fonts for a variety of bullets and other useful characters.

Arrange

The arrange menu contains commands that let you layer and align objects on the page or pasteboard relative to each other.

Bring to Front (Ctrl+F)

Puts the selected object on top of all objects that currently obscure it.

Send to Back (Ctrl+B)

Puts the selected object underneath all objects that it currently obscures.

Align Items...

Allows you to align objects in groups relative to each other. If a group is not currently selected then this option is not available

A dialog box is displayed providing alignment options. Select the type of alignment you want (you can do horizontal and vertical alignment together) and then press OK.

For example, if you choose left, then each object in the group will end up with its left edge aligned with the left edge of the group..

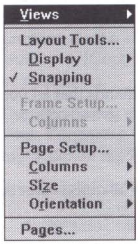
Finally, you can also select the center for either axis. For example, if you choose center for both, then all the objects will end up centered on the same point.

Select All (Ctrl+A)

Select all selects all objects on the page and pasteboard as a group. It is normally used prior to using **Edit/Copy, Cut or Clear.**

If you have any object selected when you invoke the command and the SHIFT key is held down, all objects of the same type on the current page and pasteboard will be selected. This can be useful if, for example, you want to select all your graphic lines as a group and change their line weight.

Page Menu



The Page menu lists commands for changing the "View" zoom, setting page "Layout Tools", specifying page "Setup", and page controls.

Views

Sets the current zoom level to that specified on the menu.

Page View reduces the zoom, and re-centers the page view, such that the page is fully visible.

Actual view sets the zoom to 100% so that everything is viewed at actual size.

There's also a handy zoom tool on the ToolBar.

Layout Tools...

Displays a dialog to control the use of the PagePlus page layout aids.

To aid accurate layout of your document, PagePlus has rulers and guides.

If you want to permanently save your current layout tool options (as defined using this dialog) so that they are used whenever you start PagePlus, select **Options/Save Settings**.

Display

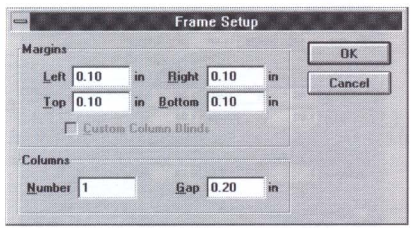
This option lists the PagePlus layout aids and shows the ones that are currently displayed. Click on an item to set it to on/off.

Snapping

Turns snapping on and off.

Frame Setup...

Displays a dialog that controls the selected frame's settings.



You can also change the columns value via the **Page/Frame Columns** side-pull menu.

The dialog displays details of the frame's margins and column information. Type into the appropriate box to change any of these details.

If the frame has two or more columns, each column can have different top and bottom margins (*Column blinds*). When a frame is created, the position of all the column blinds is set by the top and bottom margin values. The column blinds can be moved by clicking over them and dragging to a new position. If a frame's column blinds have been moved, the "Custom column blinds" option is available and checked. If you uncheck this option and press OK, the column blinds will be reset to the top and bottom margins specified. If the option is left checked, they are left unchanged.

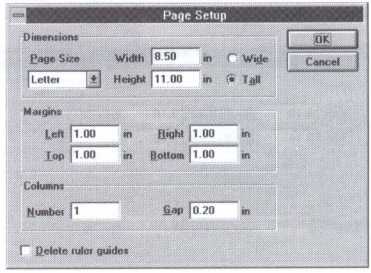
Columns (Frame)

Change the number of columns in the currently selected frame via an easy access side-pull menu.

Custom... leads to **Frame Setup...**

Page Setup...

Displays a dialog combining the PagePlus page properties.



Note that some of these properties are also made available via sub-menus **Columns, Size** and **Orientation.**

The page size list allows you to select a standard page size.

To enter a custom size page, simply enter the required width and height in the width and height entry boxes.

The "Wide/Tall" option swaps round the on-screen orientation. If a standard page size has been selected, then selecting Wide will mean that the on-screen page is wider than tall and vice-versa for Tall.

Set margins as required by entering values in the Left, Right, Top and Bottom entry boxes.

Set the number of columns, and the column gap (the distance between the pairs of guides marking the right hand side of one column and the left-hand side of the next), by entering the required number and width in the column and column gap entry boxes.

If you want to permanently save your current page setup (as defined using this dialog) so that it is used whenever you start PagePlus, select **Options/Save Settings**.

Columns (Page)

The Column menu option allows selection of between 1 and 5 columns via an easy access side-pull menu.

Custom... leads to **Page Setup...**

Size

The Size menu option displays the most common page sizes in an easy access side-pull menu.

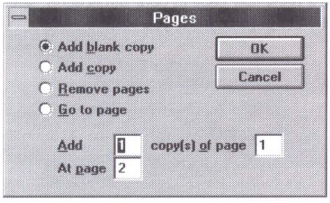
Custom... leads to **Page Setup...**

Orientation

Use to select between the Wide (landscape) and Tall (portrait) page orientation via an easy access side-pull menu.

Pages...

Displays the Pages dialog box to allow you to add, remove or go to specified pages.



Add

To add one or more blank pages with the same size and guides as an existing page in the publication you're working on, use the "Add blank copy" option. To use this option click on its button, enter the number of blank pages wanted, the number of the page whose setup is to be copied, and the number of the page after which the blank pages are to be inserted.

To add one or more copies of an existing page in the publication you're working on, use the "Add copy" option. To use this option click on its button, enter the number of copies wanted, the number of the page to be copied, and the number of the page after which the copies are to be inserted.

If you setup some pages as "master" pages, you can use these Add functions to take copies of them, with or without content, as required.

Remove

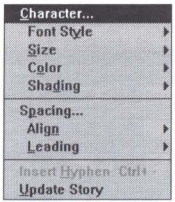
To remove pages from your publication, select "Remove pages" and then specify the range of pages you wish to remove.

Removing pages can only be undone by reverting to an earlier version of the publication file, e.g. by using **File/Revert.**

Go to

To go to a particular page in your publication, select "Go to page" and then enter the page number you want.

Text Menu



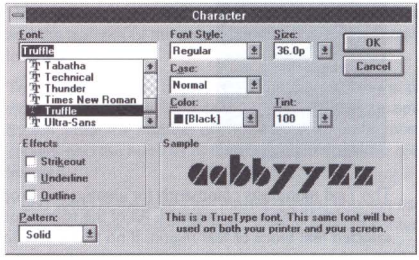
The Text menu lists commands for altering text properties, plus an insert/delete hyphen command. All of the menu options apply to the selected text block or text region. If no text is selected, the options are grayed out.

Text properties are divided into two general categories, "Character" and "Spacing". Character properties can affect everything from an individual character to a range of text. Spacing properties can be applied to any range of text, but generally only come into effect at the start of a line.

If a group of objects is selected, Text menu selections only change the text objects included in the selection.

Character...

Displays a Windows 3.1 font dialog with extra options for PagePlus features.



Most of the options are also made available via the sub-menus **Font style, Size, Color** and **Shading.**

A list of all the fonts available is displayed under "Fonts". The current font is displayed at the top of the box.

"Font style" allows you to make text bold, italic or bold italic. The availability of these options depend on the font chosen.

"Case" gives a choice of normal, all caps or small caps, which are the same size as lower case letters but have the same shape as capitals.

"Size" allows you to choose the size of your text in points (there are 72 points in an inch). There is a list of commonly used sizes or you can type in your own size directly. The maximum size is 250 points.

"Color" and "Tint" allow you to color your text. The color box lists all colors in the palette. You can change the color palette by using **Options/Edit Colors...**

To create the popular effect of having white text on a black background (or in fact any color on any other color), you need to create a background object such as a very thick line and place white (or colored) text on it.

Note that you may need to use **Edit/Arrange/Bring To Front** to make the text be on top rather than behind the background.

"Pattern" is a list of patterns that can be applied to the character fill. Patterns work particularly well with Outline text. Patterns and outline text are only available for TrueType fonts.

The "Effects" options allow you to strikeout (put a line through the middle of your text), underline and outline text.

Font Style

The Font Style menu option (bold, italic and so on) displays the list of style options in an easy access side-pull menu. The Custom... option available on this menu leads to Character... dialog.

Size

The Size menu option displays a list of commonly used text sizes in an easy access side-pull menu. The Custom... option available on this menu leads to Character... dialog.

Color

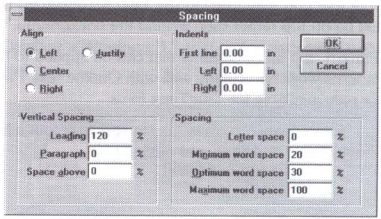
The Color menu option displays a basic set of colors in an easy access side-pull menu. The Custom... option available on this menu leads to the Character dialog.

Shading

The Shading menu option displays a basic set of patterns and tints in an easy access side-pull menu. The Custom... option available on this menu leads to the Character... dialog.

Spacing...

Displays a dialog combining all the text properties that control the overall spacing of text.



Some of the properties that can be set via this dialog are also made available via sub-menus **Align, Leading.**

Align

If Left/Right align is selected for one or more lines, each line will aligned with the left/right hand side of the block. If Center is selected, each line of text will be centered. If Justify is selected, each line except for the last in each paragraph will be both left and right aligned and the last line in each paragraph will be left aligned.

Indents

Indents can be applied to a whole paragraph, or region within a paragraph. Note that if the first line indent is negative and the left indent positive, the entire paragraph except for the first line is indented.

You can set the Indents of a frame text block by dragging on its left and right handles.

Vertical spacing

The Vertical spacing section controls the space between lines and paragraphs.

"Leading" is the distance between the baseline of one line of text and the baseline of the next and is specified as a percentage of the text size. The normal setting of 120% will give a small gap between each line. Single spaced text is 100%, double spaced is 200%.

For extra space at the end of each paragraph, set the "Paragraph" option. Zero means no extra space, the same value as leading will give a blank line after each paragraph.

"Space above" is used to add space at the top of a flowed text block in a frame.

Spacing

The "Letter space" option controls spacing between letters. It is measured as a percentage, with negative values moving the letters closer together and positive ones moving them apart. Letter spacing can be used to squeeze an extra word onto a line, make headlines clearer, etc. It can also be used to bring (kerning) two characters such as 'AV' closer together. Simply highlight the first character and adjust the letter space value.

Minimum, Optimum, and Maximum word space settings control spacing between words (as a percentage of the size of the text). Left, center and right aligned text will use the optimum word space between each word. With justified text, the size of the spaces change to make the ends line up. If the space needs to be smaller than the minimum word space, words are moved off this line onto the next one.

If the space needs to be greater than the maximum, the next word is checked for any "Inserted hyphen" points, and part of that word is brought onto this line if possible.

Align

The Align menu option lists the align options in an easy access side-pull menu.

Leading

This displays a set of commonly used leading settings in an easy access side-pull menu. The Custom... option available on this menu leads to the Spacing... dialog.

You can set the leading of a text block by dragging on its bottom middle handle.

Insert Hyphen / Delete Hyphen (Ctrl+-)

Inserts (or deletes) a hyphen point at the text cursor position.

Hyphens only come into effect if PagePlus thinks that the word spacing on a line will look more attractive if it makes use of the hyphen. This decision is based primarily on the alignment and word spacing controls (see above).

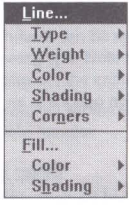
This option is grayed out when a text I-beam cursor is not displayed.

The shortcut is CONTROL pressed with the hyphen or minus key.

Update Story

Updates all the text in a story (frame or sequence of linked frames) to share all the properties of the selected text block. To change all the text in a story, first modify a single block to look how you want, the use the **Update Story** command to change all your text.

Graphics Menu



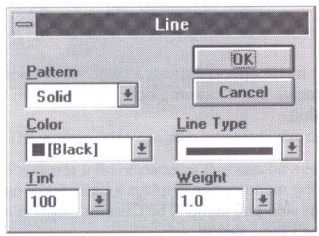
The Graphics menu lists commands for altering graphic properties. All of the menu options apply to the selected graphic(s), picture(s), and/or frame(s). If none of these are selected, the options are grayed out.

Properties are divided into two categories, Line and Fill. Line properties apply to line graphics and the outline of boxes, ovals, pictures and frames. Fill properties apply to the interior of boxes and ovals, and the background of pictures and frames.

If a group of objects is selected, Graphic menu selections only change non-text objects included in the selection, and when you call up the Line and Fill dialogs, all fields are initially set to blank, unless all objects have the same value for a particular field, in which case PagePlus displays the common value.

Line...

Displays a dialog combining all the Line properties.



All of the properties that can be set via this dialog are also made available via the sub-menus **Type, Weight** and **Corners**.

Pattern, Color and Tint work the same way as Line and Fill, and are covered in the Fill description.

The line Type property allows you to specify either a single, unbroken line, or multiple line and broken line variations.

The Weight property allows you to specify the line width.

Setting the weight to zero for a graphic switches the line part of a graphic off resulting in a panel of color/tint of whatever shape the graphic is.

A weight of 0.1 (Hairline) specifies a very thin line.

The Corner option applies to boxes and specifies the radius of the corners. A value of zero means square corners.

Type

The Type menu option displays a basic set of line types in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Weight

The Weight menu option displays a common set of line weights in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Color

The Color menu option displays a basic set of colors in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Shading

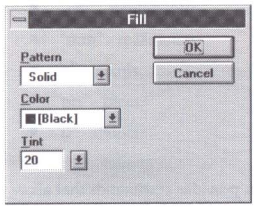
The Shading menu option displays a basic set of patterns and tints in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Corners

The menu option displays a basic set of corner values in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog. This option is grayed out if a box object is not selected.

Fill...

Displays a dialog combining all the Fill properties.



These properties can also be set via the sub-menus **Color** and **Shading**.

Pattern is a list of patterns that can be applied to the interior of the graphic.

Color and Tint adjust the fill color. The color box lists all colors in the palette. You can change the color palette by using **Options/Edit Colors...**

[Clear] makes the fill transparent, leaving just the outline.

Color

The Color menu option displays a basic set of colors in an easy access side-pull menu. The Custom... option available on this menu leads to the Fill... dialog.

Shading

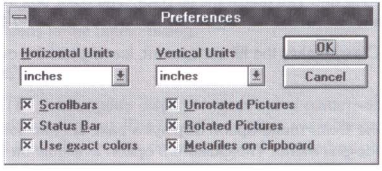
The Shading menu option displays a basic set of patterns and tints in an easy access side-pull menu. The Custom... option available on this menu leads to the Fill... dialog.

Options

The Options menu provides commands that allow you to select screen and wrap settings, and to control text flowing.

Preferences...

Displays the Preferences dialog box to set the screen and ruler options.



Horizontal Units and Vertical Units

The Units entries allow you to set independent units for the horizontal and vertical rulers. According to your units specification, PagePlus sets the ruler intervals and displays and accepts measurement values for items such as margins in the specified units.

Note that whatever you have currently set for units, you can still enter values according to one of the other available units without changing the overall Units entries.

Simply enter the value required followed by the correct abbreviation for the unit:

- "i" - inches
- "cm" - centimeters
- "mm" - millimeters
- "p" - points
- "pp" - picas
- "d" - didots
- "cd" - ciceros

For example, when using the ChangeBar to set pointsize, simply enter "1in" in the edit window to set the pointsize to 72 points.

ChangeBar, ToolBox, Scroll bars and Status Bar

These options control whether these elements are displayed on the PagePlus screen. You can also set these options using the shortcut buttons on the Status Bar.

Unrotated Pictures and Rotated Pictures

These options toggle the display of pictures and OLE between normal and fast outline box display. For example, large rotated pictures use large amounts of memory and can be slow to redisplay. Displaying pictures as an outline box, can be more convenient.

MetaFiles on clipboard

This option controls whether a Windows MetaFile (Picture) version of the objects will be put on the clipboard.

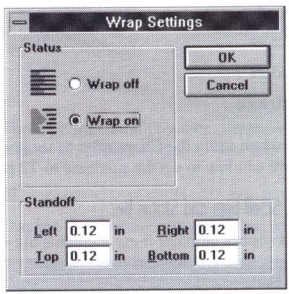
Use exact colors

If your machine is setup with a 256 (or better) color display, PagePlus will use these colors. If the "Use exact colors" option is not checked, PagePlus will always use a solid color when displaying text and graphics. This makes the display faster, but the solid color isn't always an exact match of the chosen color. If "Use exact colors" is checked, PagePlus will use solid colors when it can but will dither colors if necessary. If your machine is

setup with 16 colors (or less), this option is ignored and PagePlus will always dither colors.

Wrap Settings...

Displays the Wrap Settings dialog to control text wrap values for the selected object.



Text wrap controls what will happen when text overlaps another object on the page. If the object is set to Wrap off, the text will simply overlap the object.

Generally it is desirable for the text to go around the edge of the object which has a wrap outline.

To give an object a wrap outline select "wrap on".

To remove the wrap outline select "wrap off".

To tell text to flow round wrap outlines select "text will wrap". This option is obviously not available for non-text objects.

Text Autoflow

Switches the autoflow of text in a stream on or off. The default is on and usually this is the best setting, however, if you are making many changes to one block or to a wrap outline surrounded by text, setting this to off prevents repeated reflows. Select autoflow on or "Reflow Story" when you

have completed your changes to make the text reflow. Holding the **F3** key also temporarily turns autoflow off.

Reflow Story

If you are working with text autoflow turned off, select Reflow Story to reflow the story.

Edit Colors

Displays a dialog box for adding colors to, and removing colors from, the color palette.

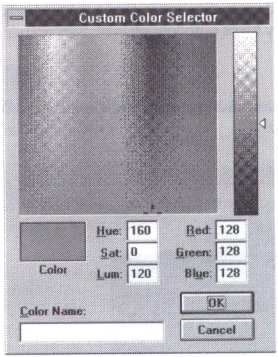
Select "Remove" to remove the selected color from the palette.

Select "Change" to edit the color or name. Selecting Change gives you the Custom Color dialog that lets you create your own colors. See below for more details.

Select "New" to add a new named color to the palette. Selecting New brings up the Custom Color dialog. See below for more details.

Custom Color dialog

This dialog allows you to create, and change, colors graphically or by using explicit values.



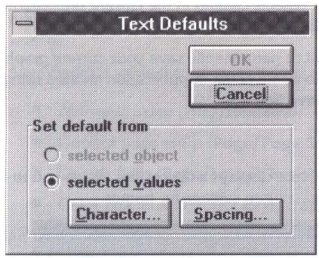
To graphically change colors, click and move the mouse over the color selectors at the top of the dialog. The left selector changes colors, the right changes brightness.

Alternatively, you can type in values for Hue, Saturation and Luminosity (HSL), or Red, Green and Blue (RGB) directly. The values are in the range of 0 to 255.

Below the selectors, there is a sample of the color you've chosen. When you are happy, give the color a name and press OK. This color will now be in the color palette and can be used in your publication.

Text Defaults

When you create text in your publication, it will have default properties (font, size, color, alignment, etc.). Text Defaults displays a dialog that controls these settings.



The easiest way to set these is to create some text and then alter the properties using the ToolBar. When you are happy with the text, select **Options/Text Defaults...**, choose set default from "selected object" and press OK.

All text created in the *current* publication will now use these new settings. The selected object option is grayed out if a text block is not currently selected.

At the top of the dialog is a list of defined text styles. If you wish to set the default to be a style, click on the style, choose "selected style" and press OK. This option is grayed if there are no text styles defined.

Finally, "selected values" lets you set the defaults by choosing values from the text dialogs. Select this option and click on the Character or Spacing button. Use these boxes as described in the Text section above and press OK. These values will now be the default text settings.

If you want to permanently save your current text defaults so they are available to all subsequent publication created using **File/New,** select **Optionss/Save Settings**.

Graphic Defaults...

Graphic Defaults allow you to control the initial properties of boxes, ovals and line objects, when they are created with PagePlus.

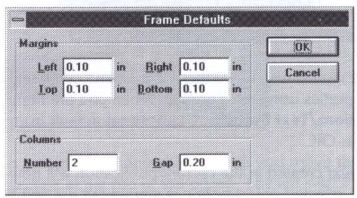
The dialog works in the same way as Text Defaults described above, although obviously applying to graphic objects.

All graphic objects created in the *current* publication will now use these new defaults.

If you want to permanently save your current graphic defaults so they are available to all subsequent publication created using **File/New,** select **Option/Save Settings.**

Frame Defaults...

Frame Defaults displays a dialog that allows you to control the default margin and column settings for frames.



Set margins as required by entering values in the Left, Right, Top and Bottom entry boxes.

Set the number of columns, and the column gap (the distance between the pairs of guides marking the right hand side of one column and the left-hand side of the next), by entering the required number and width in the column and column gap entry boxes.

All new frames created in the *current* publication will now be created with these settings.

If you want to permanently save your current frame defaults so they are available to all subsequent publication created using **File/New,** select **Options/Save Settings**

Save Settings

When PagePlus starts up it reads configuration information from the disk which controls certain options. You can change any of these details once PagePlus has started.

If you want to permanently save your settings: make your changes and then select Save Settings. When PagePlus starts up, it will use your settings.

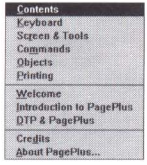
Save Settings saves the following information:

- Autosave value (**File/Autosave**).
- Current page setup (**Page/Page Setup**).
- Layout tools (**Page/Layout Tools**).
- Color palette and object (text, graphics and frame) defaults.

Registration

Provides information about the benefits of registration and how to register along with information about other Serif products.

Help



The help menus give access to the PagePlus help. The help uses the standard Windows help system. The material is indexed and can be searched using the search function.

The headings available from the Help menu are:

- Contents
- Keyboard
- Screen & Tools
- Commands

- Objects
- Printing
- Welcome
- Introduction to PagePlus
- DTP and PagePlus
- Credits
- About PagePlus...

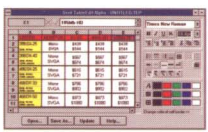
For more information on using the help system please see your *Microsoft Windows User's Guide*.

PagePlus Intro

Desktop Publishing Made Easy

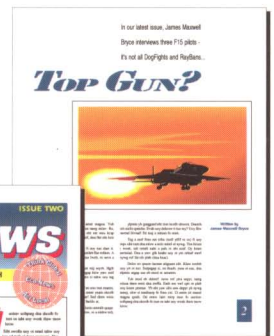
This cover created using PagePlus

Welcome to the Great Value Packed Publisher. Serif PagePlus Intro is loaded with great features that make it powerful, yet still the easiest DTP to use for all your publications.

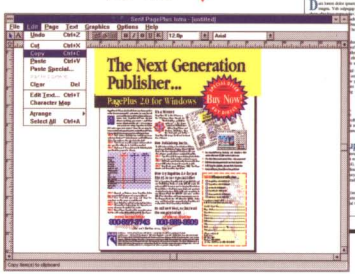


TableEdit - great looking tables in a hurry using OLE (Object Linking and Embedding)...*

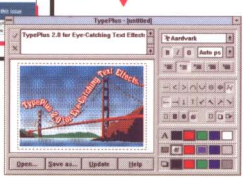
Create professional looking pages like these...



A full set of design aids including ToolBar, movable rulers, alignment guides, rotation and wrap around graphics. Wow!



TypePlus for eye catching text effects. Type on an arc, spiral, button or bezier curve.*



Handy ToolBar for creating text, frames, graphics, rotation, zoom and importing pictures. It couldn't be easier!

Serif PagePlus Intro - the best introduction to Desktop Publishing for schools, small businesses, clubs, societies and home users everywhere...

Now you can create impressive flyers, newsletters, reports, invitations, business stationery, forms and much more.

Install PagePlus Intro and you're ready to go. Layout publications easily, add text and graphics, zoom in to accurately place and size items and then print.

It's never been easier to create a good impression!

To run Serif PagePlus Intro, you need:

- Microsoft Windows 3.1 or later
- PC using an 80286 or higher
- 2 Mb memory
- 3 Mb of free hard disk
- Any Windows compatible printer
- Mouse

Extra Cost Options:

- Serif TableEdit* (1 Mb disk space)
- Serif TypePlus* (1 Mb disk space)
- Serif FontPack* (6 Mb disk space)
- Serif ArtPack* (10 Mb disk space)

SERIF

Serif, Automatic for the People.

Like all Serif marketing materials, this cover was designed and color separated using PagePlus.

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